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JUN 12 1917

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LIBRARY

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THE ST. LOUIS LIBRARY SCHOOL

A DEPARTMENT OF
The St. Louis Public Library

CIRCULAR OF INFORMATION

1917-1918



ST. LOUIS
1917

Extracts From Letters

"I have been wanting to say to you for some time that I thought it would be a good idea for you to start a school. I feel that the Southwest needs one, and I cannot conceive of a better locality or better environment for it than St. Louis and the Public Library there."

"I am very glad that you are contemplating establishing a Library School, for I think there is a real field for one in your section of the country, and I have no doubt that you will find an immediate clientele."

"I have just read the announcement of the new departure in St. Louis with great interest, and write to congratulate you and the library on it. There is certainly room for a new school, and with the facilities at St. Louis the new school ought to be a very valuable addition to the ranks. Good luck to you!"

"Best wishes to you and congratulations to the students who will come to you. . . . With every good wish for you and the School—which is an assured success——"

"I've just read the news of your Library School in the St. Louis bulletin and I must stop a minute to say how splendid I think it is. . . . It's quite a necessary thing for that part of the country . . . because the only near-by schools are in universities."



SCHOOL ROOM, SHOWING OFFICE TO THE LEFT AND LOCKER-ROOM TO THE RIGHT

ST. LOUIS LIBRARY SCHOOL

Calendar 1917-18

1917.

September 6 to 19. Preliminary practice work, assignments at branches.

September 20. Thursday. Instruction begins.
October 12. Friday. Columbus Day (holiday).
November 29. Thursday. Thanksgiving Day (holiday).
December 24. Monday. Christmas recess begins.

1918.

January 2. Wednesday. Instruction begins.
February 22. Friday. Washington's Birthday (holiday).
March 4 to 29. Laboratory work only.
April 1. Monday. Class instruction resumed.
May 30. Thursday. Memorial Day (holiday).
June 3 to 6. Monday-Thursday. Final examinations.
June 7. Friday. Closing exercises.

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Librarian, Director of the Library School.*

(Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief Circulation Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.)

Administration, book selection, and history of libraries.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

(Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin State Library Commission, 1906-10; Principal of the Missouri Library Summer School, 1911; Principal of the St. Louis Public Library Training Class, 1910-.)

Cataloging and subject headings, technical French and German, history of printing and bookbinding, subject bibliography, current news from the library field.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor*.
(New York State Library School; Assistant, University of Vermont Library; Assistant, Smith College Library; Assistant, U. S. Bureau of Education Library; Assistant, U. S. Department of Agriculture Library.)

Reference, classification, trade bibliography, publishers, and library economy.

....., *School Secretary and Reviser*.

PAUL BLACKWELDER, A. B., *Assistant Librarian*.

Buildings and equipment, present-day questions.

LEONARD BALZ, *Chief of the Registration Department*.

Loan work.

EARL W. BROWNING, Ph. B., *Chief of the Applied Science Department*.

(New York State Library School; Assistant, Brown University Library; Assistant, Providence Athenaeum Library; Cataloger and Reorganizer, John Hale Library.)

Government documents, practical printing, reference work in the applied science department.

MARY CROCKER, *Chief of the Open Shelf Department*.
(Pratt Institute Library School, 1908.)

Modern fiction and how it is used.

LILLIAN GRIGGS, A. B., *Branch Librarian, Barr Branch*.
(Pratt Institute Library School, 1909.)

Lecturer on branch administration and supervisor of practice work.

ALICE I. HAZELTINE, Ph. B., *Supervisor of Children's Work*.
(New York State Library School; Carnegie Library School; Cataloger, Buffalo Public Library; Librarian, Carnegie Library of Oil City, Pa.; Chief Children's Librarian, Carnegie Library of Pittsburgh; Branch Librarian, Carnegie Library of Pittsburgh; First Assistant Children's Department and Training School for Children's Librarians, Carnegie Library of Pittsburgh; Supervisor of Branches, Buffalo Public Library.)

Work with children, organization, administration, story telling, and book selection for children.

MARGERY QUIGLEY, A. B., *Branch Librarian, Divoll Branch.*
(New York State Library School; Instructor, Missouri
Summer Library School, 1914, 1916.)

Book selection, editions, buildings and equipment for the small
library, publicity, classification.

SULA WAGNER, *Chief of Order and Catalog Department.*

Order work, inventory, gifts, printed catalog cards.

LECTURERS

From the Staff

SARAH BAILEY, *Branch Librarian, Crunden Branch.*

Work with foreigners.

FRANCES E. BOWMAN, *Children's Librarian, Central Library.*
(Carnegie Library School, 1910.)

Fiction for children.

MARGARET CURRAN, *Children's Librarian, Cabanne Branch.*
(Carnegie Library School.)

What to read next.

EARL H. DAVIS, B. A., *Branch Librarian, Municipal Reference
Branch.*

(Legislative reference training, Wisconsin Library School,
and Wisconsin Legislative Reference Library; Chief of
Legislative Reference Department, Missouri Library Com-
mission; New York State Library School; Chief of Legis-
lative Reference Library, North Dakota State Library Com-
mission.)

State documents and municipal documents, Special libraries.

ALBERT DIEPHUIS, A. B., *Chief of the Stations Department.*

Bibliography of philosophy and economics.

MRS. NELLIE M. DELAUGHTER, *Branch Librarian, Carondelet
Branch.*

(New York State Library School.)

Work with schools.

BERTHA DOANE, B. A., *Chief of the Circulation Department.*

Anthologies, modern drama, modern poetry.

JOSEPHINE GRATIAA, *Branch Librarian, Soulard Branch.*

Book selection for foreigners.

JULIA KRUG, *Chief of the Traveling Library Department.*

Extension work.

MRS. ANNA P. MASON, *Children's Librarian, Divoll Branch.*

European libraries.

KATHARINE T. MOODY, *Chief of the Reference Department.*

Genealogies; library reports; pamphlets and clippings.

MRS. M. MYERS, *Superintendent, Periodical Reading Room.*

Library reminiscences.

MARY POWELL, *Chief of the Art Department.*

Book illustration; art books; how to collect and file art material.

LULA M. WESCOAT, *Auditor of the Board.*

Library finances and accounting.

MARY S. WILKINSON, A. B., *Children's Librarian, Stations Department.*

(Carnegie Library School.)

History, travel, and biography for children.

EVA LESLIE, *Children's Librarian, Soulard Branch.*

Folk-lore and folk-tales.

MARY D. PRETLOW, *Branch Librarian, Cabanne Branch.*

Periodicals.

MARY E. WHEELOCK, *Chief of the Bookbinding and Repair Department.*

Rebinding and mending of books.



CENTRAL BUILDING, OPENED JANUARY 6, 1912

The third-story windows at the left of the center are those of the class-room, office and lecture-room



AN ILLUSTRATED LECTURE TO THE CLASS

VISITING LECTURERS

A partial list for 1917-18

WINTHROP HOLT CHENERY,¹ Ph. D., *Librarian, Washington University.*

Literature of architecture.

LEWIS B. DOUGAN, *Principal of Shaw School.*

Literature of ornithology.

W. L. R. GIFFORD, A. B., *Librarian of the Mercantile Library.*

The Mercantile Library.

MRS. HARRY JANUARY, *Secretary of the Consumers' League of Missouri.*

The responsibility of the citizen for industrial conditions.

GEORGE PLATT KNOX, B. S., *Assistant Superintendent of Instruction.*

Vocational education.

ERNEST R. KROEGER, *Director, Kroeger School of Music.*

Literature of music.

GEORGE B. MANGOLD, Ph. D., *Director, School of Social Economy.*

Bibliography of sociology.

JUNIUS LATHROP MERIAM, Ph. D., *Professor of School Supervision, University of Missouri.*

Recreational reading, a substitute for text-books.

MRS. PHILIP N. MOORE, *Former President of the General Federation of Women's Clubs.*

The work of women for a better city.

MRS. E. C. ROWSE.

The evolution of library methods.

ELIZABETH B. WALES, *Secretary of the Missouri Library Commission.*

Extension work of library commissions, library legislation, and how to organize a small library.

EDMUND HENRY WUERPEL, *Director, Washington University School of Fine Arts.*

The psychology of design. The psychology of the poster.

REQUIREMENTS FOR ADMISSION

Applications.—Those who think of applying for admission should address the Principal of the St. Louis Library School, St. Louis Public Library, Olive, 13th and 14th Streets, St. Louis, asking for an application blank, which should be filled and returned promptly. The order in which applications are received does not affect the applicant's chance of admission.

Entrance Examinations.—All applicants for admission are required to hold a high school diploma or its equivalent. College credits will be found advantageous. Candidates holding a bachelor's degree will be admitted on the presentation of their diplomas, but will not be excused from the preliminary practice work.

An entrance examination will be held during the second week in June (see calendar) on the following subjects: History, literature, current events, and one foreign language. A knowledge of typewriting is also advisable. In addition to educational qualifications, personality and natural aptitude for the work are taken into consideration. Persons over thirty-five years of age are not advised to apply unless they have had experience in business or professional work. All candidates who are accepted will be required to do practical work for two weeks in the Library before the opening of the school year to acquire some acquaintance with Library aims and methods, unless the applicant has had practical experience that may be considered a substitute.

Students are admitted at the beginning of the first term only.

Examinations should preferably be taken at the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the Librarian will consent to conduct it. Such examinations must take place on the same date as those at the School. Applicants are expected to arrange with the examiner the matter of the examination fee, when examined elsewhere than at the School.

After the class has been chosen, there is no opportunity until the following year for other candidates to enter, unless one or more of those accepted should withdraw.

From the representative papers given in this circular, applicants will be able to decide for themselves what preparation they need, to be able to pass the examinations, which will follow practically the same lines each year. A good preparation would be a thorough review of general history and literature, with special

reference to English and American history and literature; also of important recent events, and of the applicant's studies in French or German with special attention to sight-translation.

Expenses.—Residents of St. Louis will be charged no tuition. Residents of Missouri outside of the city limits will be expected to pay \$15 a term for the three terms. Students from other states will be charged \$25 a term. These amounts include supplies and are payable on the first day of each term. Text-books will be furnished free if desired, but will remain the property of the school. The school will sell text-books at cost to such as desire to own them, or students may acquire them in any other way they choose.

Information concerning rooms and board may be had upon application to the Principal. Satisfactory accommodations are available from \$30.00 to \$40.00 a month.

Certificates.—A certificate will be given to students who satisfactorily complete the theoretical course prescribed and who also have shown ability and fitness for library work in their laboratory practice.

If it should appear at any time during the course that a student's work is unsatisfactory, he or she will be so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the school that its decision in this matter is final.

COURSE OF STUDY

The curriculum will combine theoretical and practical training for a scholastic year of 36 weeks, following the two weeks of preliminary practice work at the Branch Libraries.

The course will include instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general from one to three hours' study on the part of the student following each lecture. Seminars will be held from time to time.

Special emphasis will be laid on actual practice-work in the various departments of the Library and its branches, each student being assigned to work on the regular schedule for a few hours each week, to relate theory to actual conditions. This will be supplemented by a special assignment of four weeks in the Spring as shown in the calendar. The appointments during the year will rotate, so that the laboratory work will offer the student not only an opportunity for all-around development, but also for orientation as to ability and fitness for special work.

Outline of Study

	Hours of instruction
ADMINISTRATIVE	
Library Administration (including Accounts, Blanks and Forms, Legislation, Reports)	11
Buildings and Equipment	6
History of Libraries	8
Publicity and Extension	3
BIBLIOGRAPHIC	
Reference Work, Periodicals	45
Government Documents	10
Trade Bibliography	15
Publishers	8
Book Selection (including Evaluation of Modern Fiction and Drama, Writing of Book Reviews, Editions)	61
Subject Bibliography	3
Bibliography of Sociology, History, Economics, Philosophy, etc.	12
TECHNICAL	
Accessioning (including Serials)	6
Alphabetizing	6
Bookbinding and Mending	12
Book-buying and Ordering	3
Cataloging and Subject Headings	90
Indexing	3
Classification	30
Loan Work	20
Printing (including History of Printing, and Illustrative Processes)	18
Shelf Listing and Inventory	2
Technical French and German	5
Work with Children	32
Current Topics and News From the Library Field	32
Lectures by Visiting Librarians and Others	16
Laboratory Work	323

As a substitute for a thesis, the students will be required to write all the book-notes for one number of the St. Louis Public Library Bulletin and also to compile selected bibliographies.

QUARTERS

The rooms occupied by the school in the Central Library Building include a pleasant school room 28 by 42 feet, with an adjoining cloak room and an office for the Principal; an assembly room 40 by 44 feet for lectures, seating 200 persons; a class room 29 by 36 feet, seating 150 persons, used especially with the lantern, and an office for the Chief Instructor. All these are on the upper floor of the building. Space in various other parts of the Library is available for students assigned to special work.

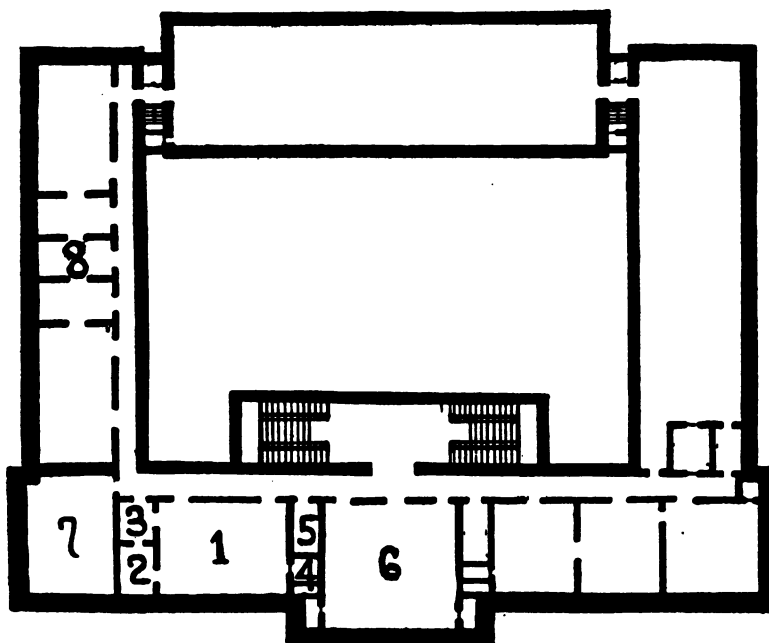


A CORNER OF THE CENTRAL CHILDREN'S ROOM



STATION AT GLASGOW SCHOOL

Students will assist in the work at such stations



UPPER FLOOR OF CENTRAL BUILDING, SHOWING
SCHOOL QUARTERS

- | | |
|----------------------|-----------------------------|
| 1 Class-room | 5 Lavatory |
| 2 Principal's office | 6 Assembly-room |
| 3 Cloak-room | 7 Lecture-room |
| 4 Store-room | 8 Chief Instructor's office |

LABORATORY WORK

A large public library system offers an excellent laboratory for practical training. Its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for extensive special training.

In St. Louis the Carondelet Branch is a perfect example of the library in a small town. There is even a local newspaper to print lists of new library books at the branch.

Divoll Branch, at the other end of the city, is in an old residence district, which has rapidly changed to a manufacturing community. The location of Crunden Branch ought to appeal both to social workers and librarians. Most of the children are either foreign-born or of foreign parentage and turn to the library for both recreation and study. This branch

finds it advantageous to advertise the resources of the library in Yiddish as well as in English.

Soulard Branch also is situated in a foreign neighborhood and divides with Crunden the honor of circulating books in their native tongues to Slovaks, Croatians, Ruthenians, Lithuanians, and others.

Barr and Cabanne Branches stand near large High Schools, with many reference problems to vary the students' afternoon work. Barr is in a German neighborhood, and Cabanne in the West End residence district with no factories and no foreigners. The field of practice work is still further enlarged by assignments to school stations.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general library of Washington University and the separate Medical School Library, also that of St. Louis University, containing interesting material on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church; the St. Louis Medical Library, the Library of the Bar Association, the Academy of Science Library, rich in valuable material acquired through exchange, the Library of the Missouri Historical Society, the chief repository for local history, and the Library of the School of Botany of the Botanical Garden—one of the noteworthy botanical collections of the world.

The existence of these libraries, and other smaller ones, in the city gives the school an opportunity to expand its laboratory work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States.

A symphony orchestra of the first order gives weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental. There is a large choral society—the Pageant Choral—and several smaller organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre company and several good amateur organizations. The Pageant Drama Association, which gave the great St. Louis Pageant of 1914, maintains its organization to superintend community productions of this kind from time to time.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archeological Society, and the Pedagogical Society.

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called “Shaw’s Garden” after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World’s Fair of 1904. Besides memorials of the Fair, it houses the collections of the Missouri Historical Society.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future.

There are other large parks in the city. All are used widely for public recreation—baseball, golf, tennis, swimming and skating, in their proper seasons.

The country around St. Louis is rolling and of great beauty. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating.

SPECIMEN ENTRANCE-EXAMINATION PAPERS

History and Current Events

1. In what countries did the Northmen extend their settlements in the 9th, 10th, and 11th centuries, and how did such settlements influence the history of those countries?
2. Describe the growth of the free cities in Italy, France and Germany, and show the relation between this growth and the Crusades.
3. Show how the monastic orders benefited the people of Western Europe in the Middle Ages in other than religious matters.
4. For what were the following men famous, and when and where did they live?

Nelson	Peter the Great
Mazarin	Confucius
Garibaldi	Alfred Nobel
Wolsey	Anthony Wayne
Cervera	Farragut
5. (a) Mention five Secretaries of State whose services have been important in American history.
(b) Write fully on the public services of any two of the following persons:

Benjamin Franklin
John Jay
Robert Morris
Edward L. Trudeau
6. By what methods may the constitution of the United States be amended, and by which of these methods has it been amended?
7. What is meant by five of the following terms?

Conservation and reclamation
Employers' liability
Industrial workers of the world
Commission form of city government
Income tax
Open shop
Great white plague
8. Discuss briefly:
 - (a) How does the immigrant affect our national life?
 - (b) How does our national life affect the immigrant?
9. What positions are held by the following men?

John Purroy Mitchel
Joseph P. Tumulty
Philander P. Claxton
Arthur T. Hadley
William H. Taft
10. Write a page on the topic:
Rome is historically the most interesting city in the world.



CARONDELET BRANCH LIBRARY



CRUNDEN BRANCH LIBRARY

English Literature and General Information

1. Write a page on the scope of the novel as compared to that of the drama.
2. Contrast any two poets who appeal to you strongly, but for different reasons.
3. Characterize in a sentence each of the following persons, giving nationality and approximate dates:

Galileo	Caxton
Swedenborg	Dr. Johnson
Michael Angelo	Lord Kelvin
Pestalozzi	Humboldt
Linnaeus	Albrecht Duerer
4. Give an appreciation (in 100 words each) of two of the following authors: Ibsen, Kipling, Barrie, Chambers, Tarkington.
5. What is meant by the
 - (a) Little Theatre Movement.
 - (b) Drama League of America.
6. Who wrote the following? Answer 10.

Sartor Resartus	Faust
Age of Reason	Peer Gynt
Utopia	War and Peace
Life of the Bee	The Sunken Bell
Divine Comedy	Jean Christophe
The Blue Bird	Man and Superman
Alice in Wonderland	Clayhanger
7. What is meant by the
Silver age of Greek literature?
or
The "*Sturm und Drang*" period in German literature?
8. Identify the following characters by telling in what work each occurs, and characterize each in a few words:

Polonius	Mulvaney
Uriah Heep	Ariel
Dr. Jekyll	Nydia
Mrs. Malaprop	Mr. Squeers
John Alden	James Fitz-James
9. Name ten books which you would choose for your own private library.
10. Write a page on Shakespeare and the theatre of his day.

German

(IF TAKEN, OMIT THE FRENCH.)

TRANSLATE WITHOUT THE AID OF A DICTIONARY.

So verschieden auch ueber Shakespeare geurteilt wird, darin sind so ziemlich alle Beurteiler einig, ihm den ersten Rang unter den Dramatikern, entweder aller Zeiten ueberhaupt, oder doch der Neuzeit im Gegensatz zum klassischen Altertum zuzuerkennen. Kein neuerer Dramatiker haelt auch nur annaeherd den Vergleich mit Shakespeare aus. Man vergegenwaertige sich doch nur die ungeheuere Fruchtbarkeit dieses Dichters, diese Menge von dramatischen Erzeugnissen; und in dieser grossen Zahl finden sich keine Nullen, auch keine blossen Nummern, die man Gefahr liefe, in der Erinnerung mit einander zu verwechseln. Jedes dieser Dramen hat seine ganz bestimmte Gestalt, welche sich dem Gedachtnis dauernd einpraegt, jedes stellt fuer sich eine kleine Welt dar, und in jeder dieser Welten, welche wimmelnde Fuelle von Leben! welche Mannigfaltigkeit der Gestalten! Nichts vermag einem die Schoepferkraft eines Dramatikers so unmittelbar zu vergegenwaertigen, als wenn man versucht, sich die Charaktere, die ihm ihr Dasein verdanken, gleichsam plastisch vor die Seele zu rufen; bei keinem Dichter wird dies einem so leicht gelingen, wie bei Shakespeare; bei keinem Dichter werden die gerufenen Geister in so grosser Anzahl sich hinzudraengen, und so bestimmte Formen, ja deutliche Farben an sich tragen.

(ten Brink.)

French

(IF TAKEN, OMIT THE GERMAN.)

TRANSLATE WITHOUT THE AID OF A DICTIONARY.

Rien n'est comparable pour la beauté aux lignes de l'horizon romain, à la douce inclinaison des plans, aux contours suaves et fuyants des montagnes qui le terminent. Souvent les vallées dans la campagne prennent la forme d'une arène, d'un cirque, d'un hippodrome; les coteaux sont taillés en terrasses, comme si la main puissante des Romains avait remué toute cette terre. Une vapeur particulière, répandue dans les lointains, arrondit les objets et dissimule ce qu'ils pourraient avoir de dur ou de heurté dans leurs formes. Les ombres ne sont jamais lourdes et noires; il n'y a pas de masses si obscures de rochers et de feuillages, dans lesquelles il ne s'insinue toujours un peu de lumière. Une teinte singulièrement harmonieuse marie la terre, le ciel et les eaux: toutes les surfaces, au moyen d'une gradation insensible de couleurs, s'unissent par leurs extrémités, sans qu'on puisse déterminer le point où une nuance finit et où l'autre commence. Vous avez sans doute admiré dans les paysages de Claude Lorrain cette lumière qui semble idéale et plus belle que nature? eh bien, c'est la lumière de Rome!

(Chateaubriand.)

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THE ST. LOUIS LIBRARY SCHOOL

A DEPARTMENT OF
The St. Louis Public Library. *Library school*

CIRCULAR OF INFORMATION

Sept. 1918 - Dec. 1920



ST. LOUIS
1919

DEC 30 1918

Calendar 1918-19

FIRST TERM

September 5 to 18. Preliminary practice work, assignments at branches.

September 19. Thursday. Instruction begins.
October 12. Saturday. Columbus Day (holiday).
November 28. Thursday. Thanksgiving Day (holiday).
December 23. Monday. Christmas recess begins.

SECOND TERM

January 2. Thursday. Instruction begins.
February 22. Saturday. Washington's Birthday (holiday).
February 3-March 1. Laboratory work only.

THIRD TERM

March 3. Monday. Class instruction resumed.
May 30. Friday. Memorial Day (holiday).
June 2 to 5. Monday-Thursday. Final examinations.
June 6. Friday. Closing exercises.
June 14. Saturday. Entrance examinations.

Calendar 1919-20

FIRST TERM

September 4 to 17. Preliminary practice work, assignments at branches.

September 18. Thursday. Instruction begins.
November 27. Thursday. Thanksgiving Day (holiday).
December 24. Wednesday. Christmas recess begins.



CENTRAL BUILDING, OPENED JANUARY 6, 1912. THE THIRD-STORY FRONT WINDOWS AT THE LEFT OF THE CENTER ARE THOSE OF THE CLASS-ROOM, OFFICE AND LECTURE-ROOM



SCHOOL ROOM, SHOWING OFFICE TO THE LEFT AND
LOCKER ROOM TO THE RIGHT



PREPARING BOOKS FOR CAMP LIBRARIES, IN CENTRAL
LIBRARY BASEMENT

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Librarian, Director of the Library School.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Administration, book selection, history of libraries, proof-reading and bibliography of physical science.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission, 1906-10; Principal, Missouri Library Summer School, 1911; Principal, St. Louis Public Library Training Class, 1910-17; Principal, St. Louis Library School, 1917-.

Cataloguing and subject headings, history of printing and book-binding, subject bibliography, current library news.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School; Assistant, University of Vermont Library; Assistant, Smith College Library; Assistant, U. S. Bureau of Education Library; Assistant, U. S. Department of Agriculture Library; Chief Instructor, St. Louis Library School, 1917-.

Reference, classification, trade bibliography, publishers, government documents and library economy.

ANNALIL HUNING, *School Secretary and Reviser.*

St. Louis Library School, 1918.

GEORGE R. THROOP, Ph. D., *Assistant Librarian.*

Current events and periodicals, bibliography and translations of classics.

LEONARD BALZ, *Chief of the Stations Department.*

Loan work.

MRS. JESSIE SARGENT McNIECE, *Chief of the Circulation Department, Supervisor of Practice Work.*

Pratt Institute Library School, 1911.

ZANA K. MILLER, *Chief of the Applied Science Department.*

Western Reserve University Library School, 1905; Assistant, Armour Institute Library; Instructor, Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission; Secretary, North Dakota Public Library Commission; Assistant, Wisconsin Legislative Reference Library; Librarian, Wisconsin Tax Commission; Librarian, Spies Public Library, Menominee, Mich.

Administration and equipment of small libraries, pamphlets.

SULA WAGNER, *Chief of the Catalogue and Order Department.*

Order work, inventory, gifts, printed catalogue cards, library bulletins.

LECTURERS

From the Staff

SARAH BAILEY, *Branch Librarian, Crunden Branch.*

Work with foreigners.

LUCIUS H. CANNON, *Branch Librarian, Municipal Reference Branch.*

Wisconsin Library School, 1914; State Index Clerk, Wisconsin Legislature; Librarian, American Appraisal Company, Milwaukee.

Municipal and legislative reference work.

MARGARET CURRAN, *Branch Librarian, Divoll Branch.*

Carnegie Library School.

Biography for children; What to read next.

MRS. NELLIE M. DELAUGHTER, *Branch Librarian, Carondelet Branch.*

New York State Library School.

Publicity.

BERTHA DOANE, B. A., *Branch Librarian, Cabanne Branch.*

Anthologies, modern drama, modern poetry.

- GLADYS DOTY, *Children's Librarian, Barr Branch.*
Cleveland Training Class for Library Work with Children.
Folklore for children.
- JOSEPHINE GRATIAA, *Branch Librarian, Soulard Branch.*
Book selection for foreigners.
- MARY B. HUSE, A. B.,
Carnegie Library School.
Fiction for boys and girls.
- JULIA KRUG, *Chief of the Traveling Library Department.*
Extension work.
- MRS. ANNA P. MASON, *Branch Librarian, Barr Branch.*
Instruction in the use of libraries; European libraries.
- KATHARINE T. MOODY, *Chief of the Reference Department.*
Genealogies; clippings.
- MRS. M. MYERS, *Superintendent, Periodical Reading Room.*
Library reminiscences.
- MARY POWELL, *Chief of the Art Department.*
Art books; how to collect and file art material; illustrated books
for children.
- LULA M. WESCOAT, *Auditor of the Board.*
Library finances and accounting.
- MARY E. WHEELOCK, *Chief of the Bookbinding and Repair Department.*
Rebinding and mending of books.
- EDITH WILLIAMS, *Children's Librarian, Central Library.*
History and travel for children.

VISITING LECTURERS

1917-18

R. R. BOWKER, *Editor, Library Journal.*

A. L. A. reminiscences.

MARY E. DOWNEY, *Secretary and Library Organizer, Department of Public Instruction of Utah.*

Library-organization Work in Utah and the H. W. Wilson publications.

WM. W. ELLSWORTH, *formerly President of the Century Company.*

Forty years of publishing.

FREDERICK W. FAXON, *F. W. Faxon Co., Boston.*

Completing periodical sets.

EDITH GUERRIER, *Chief Library Publicity Director for the U. S. Food Administration.*

Co-operation of libraries with the United States Food Administration.

THEODORE W. KOCH, *Chief of Order Division, Library of Congress.*

British censorship and the importation of books for libraries.

LUTIE E. STEARNS, *Lecturer.*

The rise and fall of the modern magazine.

ELIZABETH B. WALES, *Secretary, Missouri Library Commission.*

Extension work of library commissions, library legislation, and how to organize a small library.

THEKLA BERNAYS.

Italian drama.

CHAUNCEY S. BOUCHER, *Assistant Professor of History, Washington University.*

Literature of American history.

WINTHROP HOLT CHENERY, *Librarian, Washington University.*

Literature of architecture.

LEWIS B. DOUGAN, *Principal, Shaw School, St. Louis.*

Literature of ornithology.

MRS. GEORGE GELLHORN, *Chairman of the Women's Committee on Food Conservation for Missouri.*

The work of the Women's Committee.

W. L. R. GIFFORD, *Librarian, Mercantile Library, St. Louis.*

The Mercantile Library, Americana and English Periodicals.

MRS. HARRY JANUARY, *Secretary, Consumers' League of Missouri.*

The responsibility of the citizen for industrial conditions.

GEORGE PLATT KNOX, *Assistant Superintendent of Instruction, St. Louis.*

Vocational education.

ERNEST R. KROEGER, *Director, Kroeger School of Music.*

Literature of music.

CLARK McADAMS, *St. Louis Post-Dispatch.*

Journalism.

MARY C. McCULLOCH, *Kindergarten Supervisor, St. Louis.*

The story-hour in the kindergarten.

GEORGE B. MANGOLD, *Director, School of Social Economy.*

Bibliography of sociology.

MRS. PHILIP N. MOORE, *former President of the General Federation of Women's Clubs.*

The work of women for a better city.

EDMUND HENRY WUERPEL, *Director, Washington University School of Fine Arts.*

The psychology of design. The psychology of the poster.

REQUIREMENTS FOR ADMISSION

Applications.—Those who think of applying for admission should address the Principal of the St. Louis Library School, St. Louis Public Library, Olive, 13th and 14th Streets, St. Louis, asking for an application blank, which should be filled and returned promptly. The order in which applications are received does not affect the applicant's chance of admission.

Entrance Requirements.—All applicants for admission are required to hold a high school diploma or its equivalent. College credits will be found advantageous. Candidates holding a bachelor's degree are admitted on the presentation of their diplomas, but are not excused from the preliminary practice work.

An entrance examination is held during the second week in June (see calendar) on the following subjects: History, literature, current events, and one foreign language. A knowledge of typewriting is also advisable. In addition to educational qualifications, personality and natural aptitude for the work are taken into consideration. Persons over thirty-five years of age are not advised to apply unless they have had experience in business or professional work. All candidates who are accepted are required to do practical work for two weeks in the Library before the opening of the school year to acquire some acquaintance with Library aims and methods, unless the applicant has had practical experience that may be considered a substitute.

Students are admitted at the beginning of the first term only.

Examinations should preferably be taken at the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the Librarian will consent to conduct it. Such examinations must take place on the same date as those at the School. Applicants are expected to arrange with the examiner the matter of the examination fee, when examined elsewhere than at the School.

After the class has been chosen, there is no opportunity until the following year for other candidates to enter, unless one or more of those accepted should withdraw.

From the representative papers given in this circular, applicants will be able to decide for themselves what preparation they need, to be able to pass the examinations, which will follow practically the same lines each year. A good preparation would be a thorough review of general history and literature, with special

reference to English and American history and literature; also of important recent events, and of the applicant's studies in French or German with special attention to sight-translation.

Expenses.—Residents of St. Louis are charged no tuition. Residents of Missouri outside of the city limits are expected to pay \$15 a term for the three terms. Students from other states are charged \$25 a term. These amounts include supplies, and are payable on the first day of each term. Textbooks are furnished free if desired, but remain the property of the school. The school sells textbooks at cost to such as desire to own them, or students may acquire them in any other way they choose.

Information concerning rooms and board may be had upon application to the Principal. Satisfactory accommodations are available from \$30.00 to \$40.00 a month.

Certificates.—A certificate is given to students who satisfactorily complete the theoretical course prescribed and who also have shown ability and fitness for library work in their laboratory practice. Appointment, however, is not guaranteed.

If it should appear at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the school that its decision in this matter is final.

COURSES OF INSTRUCTION

The curriculum combines theoretical and practical training for a scholastic year of 36 weeks, following the two weeks of preliminary practice work at the Branch Libraries.

The courses include instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general from one to three hours' study on the part of the student following each lecture. Seminars will be held from time to time.

Special emphasis is laid on actual practice-work in the various departments of the Library and its branches, each student being assigned to work on the regular schedule for a few hours each week, to relate theory to actual conditions. This is supplemented by a special assignment of four weeks in the Spring as shown in the calendar. The appointments during the year rotate, so that the laboratory work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work.

Schedule of Subjects and Hours

ADMINISTRATIVE	Hours of instruction
Buildings and equipment	5
History of libraries	12
Library administration	17
Publicity and extension	6
BIBLIOGRAPHIC	
Bibliography of sociology, history, economics, library literature, etc.	12
Book selection	61
Government documents	11
Publishers	6
Reference work	55
Subject bibliography	5
Trade bibliography	15
TECHNICAL	
Accessioning	4
Alphabating	8
Bookbinding and mending	6
Cataloging and subject headings	81
Classification	35
Current events, library news and periodicals	37
Loan work	25
Order work and serials	10
Printing (including history of printing, and illustrative processes)	11
Shelf listing and inventory	3
Work with children	32
MISCELLANEOUS	
Lectures by visiting librarians and others	28
LABORATORY WORK 331	

As a substitute for a thesis, the students are required to write all the book-notes for one number of the St. Louis Public Library Bulletin and also to compile annotated reading lists.

COURSES IN DETAIL

There is required reading in connection with each of these courses.

Administrative

Buildings and Equipment.

Lectures: Size and use of book collection; growth; shelving; furniture and fittings; economy in administration; lighting and heating; the use of the building by the community.

DR. BOSTWICK,
MISS MILLER.

History of Libraries.

Lectures and reports: European libraries; library movement in America and its leaders; work of the A. L. A.; library commissions; special libraries.

DR. BOSTWICK,
MR. GIFFORD,
MISS WALES,
AND OTHERS.

Library Administration.

Lectures: Library law and the organization of both the small library and the system with branches, outlining the duties of the librarian, with his relation to the public authorities, the trustees and the staff; interrelation between the library and the public; extension work; business records, including statistics, reports, correspondence forms and supplies.

DR. BOSTWICK,
MISS WESCOAT,
MISS MILLER,
VISITING LIBRARIANS.

Publicity.

Lectures: Current methods; use of printed lists, monthly bulletins, newspaper notices, exhibits; the psychology of the poster bulletin; bulletin boards, etc.

MR. WUERPEL,
MRS. DELAUGHTER,
MISS MILLER,

Bibliographic

Book Selection.

Lectures: Principles of literature; study of the general classes of books, with illustrative titles for examination and reading; reports by the class, selection of books for foreigners; editions and reprints, type, paper, illustrations and binding for library use. For Children's literature see Work with children.

DR. BOSTWICK,
MRS. McNIECE,
MISS CROCKER,
MRS. SAWYER,
MISS DOANE.

Book Annotation.

Lectures and exercises: General principles; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course.

DR. BOSTWICK.

Government Documents.

Lectures and problems: Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use.

MRS. DRURY,
MR. CANNON.

Publishers.

Lectures: Publishing houses connected with the growth of the book trade in America; standards and specialties; leading publishers in all important lines, including English and French.

MRS. DRURY.

Reference.

Lectures, problems and discussion: The A. L. A. Guide to Reference Books (Kroeger-Mudge) is used as a textbook.

MRS. DRURY,
MISS MOODY.

Subject Bibliography.

Lectures: Bibliographies useful in the medium-sized library; directions for the compilation of bibliographies; the making of brief annotated reading lists; additional lectures by specialists on the bibliography of their particular fields.

DR. BOSTWICK,
DR. MANGOLD,
MRS. SAWYER,
AND OTHERS.

Trade Bibliography.

Lectures and problems: Important American, English and continental trade publications.

MRS. DRURY.

Technical

Accessioning.

Lectures and problems: Rules for keeping a business record of books from receipt until withdrawal; the routine of preparing books for the shelves.

MRS. DRURY.

Alphabetizing.

Lectures and problems: Principles in Cutter's Rules for a dictionary catalog; arrangement of catalog cards.

MRS. SAWYER.

Bookbinding.

Lectures: Processes of binding and rebinding, with emphasis on library needs; a resumé of the development of the art; visits to binderies.

MRS. SAWYER,
MISS WHEELOCK.

Book Mending.

Demonstration and practice: Book repairing; covering of magazines for circulation.

This course of six hours is considered a part of the laboratory work.
MISS WHEELOCK.

Cataloging.

Lectures and problems: Making of a sample dictionary catalog by each student; selection of subject headings; cataloging of foreign books, children's books and federal and municipal documents; printed catalog cards; reference books and supplies for a catalog department; practice in typewriting cards.

MRS. SAWYER,
MISS WAGNER.

Classification.

Lectures and problems: Study of Dewey's Decimal classification with practical work in classifying selected lists of books, considering the various requirements of large, small and special libraries; brief history of classification; comparison of the principal systems; use of the Cutter-Sanborn tables for assigning book numbers.

MRS. DRURY.

Current Events, Library News and Periodicals.

Weekly seminars: Three periods each month devoted to current events and one to library news. Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts, and Education; English and widely-known continental magazines.

DR. THROOP,
MR. GIFFORD.

Loan Work.

Lectures: Its fundamental principles as a business transaction; methods of keeping records; the Newark System in detailed outline; other charging systems; experience in loan processes by regular desk work throughout the year.

MR. BALZ.

Order Work, Including Serials.

Lectures and problems: Routine for ordering and receiving books and serials; sources; dealers; net prices; discounts; importations; second-hand and auction purchases; gifts; pamphlets; care and binding of periodicals.

MISS WAGNER,
MISS MILLER,
MRS. DRURY.

Printing.

Lectures: History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; proof reading; visits to printing establishments.

DR. BOSTWICK,
MISS WAGNER,
MRS. SAWYER,
MISS POWELL.

Shelf-Listing, Inventory and the General Care of Shelves.

Lectures and practical work: The making of shelf-list cards. The taking of inventory, and the reading of shelves.

MISS WAGNER,
MRS. SAWYER.

Work With Children.

Lectures: Book selection for children; story-telling (with practice as an elective), administration and equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies.

MISS HAZELTINE,
MISS CURRAN,
MISS DOTY,
MISS HUSE,
MRS. MASON,
MISS POWELL,
MISS WILLIAMS.

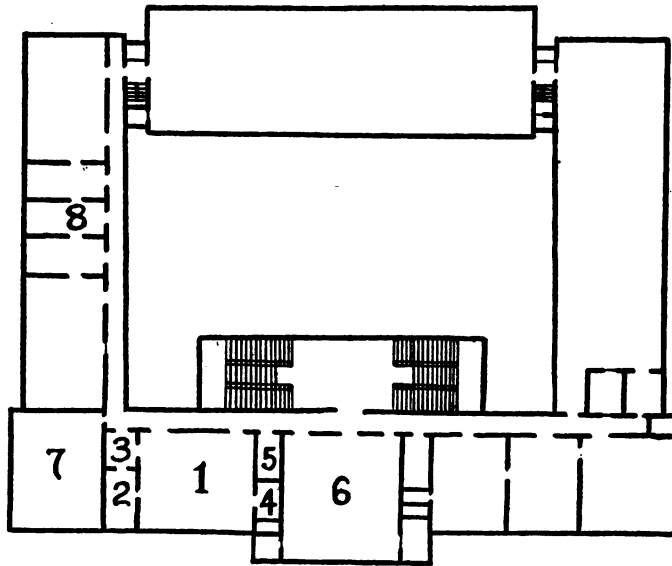
Miscellaneous.

Lectures on various special topics of value to librarians. Visits to other libraries in St. Louis with observation of varying methods.

DR. BOSTWICK,
VISITING LECTURERS.

QUARTERS

The rooms occupied by the school in the Central Library Building include a pleasant school room 28 by 42 feet, with an adjoining cloak room and an office for the Principal; an assembly room 40 by 44 feet for lectures, seating 200 persons; a class room 29 by 36 feet, seating 150 persons, used especially with the lantern, and an office for the Chief Instructor. All these are on the upper floor of the building. Space in various other parts of the Library is available for students assigned to special work.



UPPER FLOOR OF CENTRAL BUILDING, SHOWING
SCHOOL QUARTERS

- | | |
|----------------------|-----------------------------|
| 1 Class-room | 5 Lavatory |
| 2 Principal's office | 6 Assembly-room |
| 3 Cloak-room | 7 Lecture-room |
| 4 Store-room | 8 Chief Instructor's office |

LABORATORY WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory. Furthermore, where there is subdivision into specialties, the practical work must correspond to the branch in which the student is to specialize. An engineering school cannot turn out electrical engineers if the only laboratories that it has are devoted to civil and mechanical engineering. A specialist in abdominal surgery is not produced by experience in a contagious disease ward. Similarly a library school remote from public library facilities cannot specialize in public library work, nor can a school in close connection with a public library train assistants to the best advantage for a university library.

The specialty of the St. Louis Library School is general public library work. Its students study and work in a public

library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training.

Its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for extensive special training.

For instance, the Carondelet Branch is a perfect example of the library in a small town. There is even a local newspaper to print lists of new library books at the branch.

Divoll Branch, at the other end of the city, is in an old residence district, which has rapidly changed to a manufacturing community. The location of Crunden Branch ought to appeal both to social workers and librarians. Most of the children are either foreign-born or of foreign parentage and turn to the library for both recreation and study. This branch finds it advantageous to advertise the resources of the library in Yiddish as well as in English.

Soulard Branch also is situated in a foreign neighborhood and divides with Crunden the honor of circulating books in their native tongues to Slovaks, Croatians, Ruthenians, Lithuanians, and others.

Barr and Cabanne Branches stand near large High Schools, with many reference problems to vary the students' afternoon work. Barr is in a German neighborhood, and Cabanne in the West End residence district with no factories and no foreigners. The field of practice work is still further enlarged by assignments to school stations.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general library of Washington University and the separate Medical School Library, also that of St. Louis University, containing interesting material on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church; the St. Louis Medical Library, the Library of the Bar Association, the Academy of Science Library, rich in valuable material acquired through exchange, the Library of the Missouri Historical Society, the chief repository for local history, and the

Library of the School of Botany of the Botanical Garden—one of the noteworthy botanical collections of the world.

The existence of these libraries, and other smaller ones, in the city gives the school an opportunity to expand its laboratory work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

SOURCE OF SUPPORT

The endowment of the St. Louis Library School is the tax-paying power of the citizenship of St. Louis. This may properly be regarded as more reliable and permanent than gift funds invested in stocks and bonds. The financial status of a school supported by the taxpayers of a city like St. Louis or Los Angeles, or by those of a state, such as New York or Wisconsin, bears the same relation to that of endowed schools, as a city college or university, such as the University of Cincinnati or the College of the City of New York, or state universities like those of Wisconsin, Illinois or Missouri, bear to endowed institutions like Yale, Harvard or Princeton. They exist, to be sure, by will of a corporation of some kind, but the state universities also exist by will of their legislatures. Neither would be likely to be discontinued under any circumstances at present conceivable.

This statement may be necessary in view of some recent attempts to make it appear that an institution supported by the interest on invested funds is on a more stable basis than one backed by the resources of a body politic.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States.

St. Louis is a healthy city, ranking next to the head among American cities having over 500,000 population. Its death rate per thousand is 13.70, as compared with 13.45 for the city that stands first, and 17.10 for the one that stands ninth. In the influenza epidemic of the past season prompt action on the part

of the health authorities kept both the total cases and the deaths at a figure far below those of most other cities.

A symphony orchestra of the first order gives weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental. There is a large choral society—the Pageant Choral—and several smaller organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound.

The usual attractions are to be found at the theatres. In addition there is a Little Theater company and several good amateur organizations.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of operas and masques.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archeological Society, and the Pedagogical Society. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season.

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called “Shaw’s Garden” after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World’s Fair of 1904. Besides memorials of the Fair, it houses the collections of the Missouri Historical Society.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future.

There are other large parks in the city. All are used widely for public recreation—baseball, golf, tennis, swimming and skating, in their proper seasons.

The country around St. Louis is rolling and of great beauty. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating.

SPECIMEN ENTRANCE-EXAMINATION PAPERS

History and Current Events

1. What European countries took part in the discovery and settlement of the Western Hemisphere; what portion was covered by each?
2. Describe the growth of the free cities in Italy, France and Germany, and show the relation between this growth and the Crusades.
3. Show how the monastic orders benefited the people of Western Europe in the Middle Ages in other than religious matters.
4. For what were the following men famous, and when and where did they live?

Nelson	Peter the Great
Mazarin	Confucius
Garibaldi	Alfred Nobel
Wolsey	Anthony Wayne
Cervera	Farragut
5. Write fully on the public services of any two of the following persons:

Benjamin Franklin
John Jay
Robert Morris
Herbert Hoover
6. Describe briefly the different forms of government which France has had since 1815, and explain the causes of the several changes.
7. What is meant by five of the following terms?

Conservation and reclamation
Employers' liability
Industrial workers of the world
Commission form of city government
Income tax
Open shop
Great white plague
8. Discuss briefly:
 - (a) How does the immigrant affect our national life?
 - (b) How does our national life affect the immigrant?
9. What positions are held by the following men?

Harry A. Garfield
Joseph P. Tumulty
Philander P. Claxton
Arthur T. Hadley
David Franklin Houston
10. Write a page on the topic:

Rome is historically the most interesting city in the world.

English Literature and General Information

1. Write a page on the scope of the novel as compared to that of the drama.
2. Contrast any two poets who appeal to you strongly, but for different reasons.
3. Characterize in a sentence each of the following persons, giving nationality and approximate dates:

Galileo	Caxton
Verdi	Dr. Johnson
Michael Angelo	Turgeneff
Pestalozzi	Edgar Lee Masters
Linnaeus	Lord Dunsany
4. Give an appreciation (in 100 words each) of two of the following authors: Ibsen, Kipling, Barrie, Chambers, Tarkington.
5. What is meant by the
 - (a) Little Theatre Movement.
 - (b) Drama League of America.
6. Who wrote the following? Answer 10.

Sartor Resartus	Faust
Age of Reason	Peer Gynt
Utopia	War and Peace
Life of the Bee	Oregon Trail
Divine Comedy	Jean Christophe
The Blue Bird	To a Skylark
Alice in Wonderland	
7. Describe in half a page the Anglo-Saxon period in English literature.
8. Identify the following characters by telling in what work each occurs, and characterize each in a few words:

Polonius	Mulvaney
Uriah Heep	Ariel
Dr. Jekyll	Nydia
Mrs. Malaprop	Mr. Squeers
John Alden	James Fitz-James
9. Name ten books which you would choose for your own private library.
10. Write a page on Shakespeare and the theatre of his day.

French

(IF TAKEN, OMIT THE GERMAN AND SPANISH)

TRANSLATE WITHOUT THE AID OF A DICTIONARY

Rien n'est comparable pour la beauté aux lignes de l'horizon romain, à la douce inclinaison des plans, aux contours suaves et fuyants des montagnes qui le terminent. Souvent les vallées dans la campagne prennent la forme d'une arène, d'un cirque, d'un hippodrome; les coteaux sont taillés en terrasses, comme si la main puissante des Romains avait remué toute cette terre. Une vapeur particulière, répandue dans les lointains, arrondit les objets et dissimule ce qu'ils pourraient avoir de dur ou de heurté dans leurs formes. Les ombres ne sont jamais lourdes et noires; il n'y a pas de masses si obscures de rochers et de feuillages, dans lesquelles il ne s'insinue toujours un peu de lumière. Une teinte singulièrement harmonieuse marie la terre, le ciel et les eaux: toutes les surfaces, au moyen d'une gradation insensible de couleurs, s'unissent par leurs extrémités, sans qu'on puisse déterminer le point où une nuance finit et où l'autre commence. Vous avez sans doute admiré dans les paysages de Claude Lorrain cette lumière qui semble idéale et plus belle que nature? eh bien, c'est la lumière de Rome! (Chateaubriand.)

German

(IF TAKEN, OMIT THE FRENCH AND SPANISH)

TRANSLATE WITHOUT THE AID OF A DICTIONARY

So verschieden auch ueber Shakespeare geurteilt wird, darin sind so ziemlich alle Beurteiler einig, ihm den ersten Rang unter den Dramatikern, entweder aller Zeiten ueberhaupt, oder doch der Neuzeit im Gegensatz zum klassischen Altertum zuzuerkennen. Kein neuerer Dramatiker haelt auch nur annaehrend den Vergleich mit Shakespeare aus. Man vergegenwaertige sich doch nur die ungeheuere Fruchtbarkeit dieses Dichters, diese Menge von dramatischen Erzeugnissen; und in dieser grossen Zahl finden sich keine Nullen, auch keine blossen Nummern, die man Gefahr liefe, in der Erinnerung mit einander zu verwechseln. Jedes dieser Dramen hat seine ganz bestimmte Gestalt, welche sich dem Gedachtnis dauernd einpraegt, jedes stellt fuer sich eine kleine Welt dar, und in jeder dieser Welten, welche wimmelnde Fuelle von Leben! welche Mannigfaltigkeit der Gestalten! Nichts vermag einem die Schoepferkraft eines Dramatikers so unmittelbar zu vergegenwaertigen, als wenn man versucht, sich die Charaktere, die ihm ihr Dasein verdanken, gleichsam plastisch vor die Seele zu rufen; bei keinem Dichter wird dies einem so leicht gelingen, wie bei Shakespeare; bei keinem Dichter werden die gerufenen Geister in so grosser Anzahl sich hinzudraengen, und so bestimmte Formen, ja deutliche Farben an sich tragen. (ten Brink.)

Spanish

(IF TAKEN, OMIT THE GERMAN AND FRENCH)

TRANSLATE WITHOUT THE AID OF A DICTIONARY

Si algún día venís a la provincia de Asturias, no os vayáis sin echar una ojeada á Rodillero. Es el pueblo más singular y extraño de ella, ya que no el más hermoso. Y todavía en punto á belleza considero que se las puede haber con cualquier otro, aunque no sea ésta la opinión general. La mayoría de las personas, cuando hablan de Rodillero, sonrien con lástima, lo mismo que cuando se mienta en la conversación á un cojo o corcovado ó á otro mortal señalado de modo ridículo por la mano de Dios. Es una injusticia. Confieso quo Rodillero no es gentil, pero es sublime, lo cual importa más.

Figuráos que camináis por una alta meseta de la costa, pintoresca y amena como el resto del país: desparramados por ella vais encontrando blancos caseríos, medio ocultos entre el follaje de los arboles, y quintas, de cuyas huertas cuelgan en piñas sobre el camino las manzanas amarillas sonrosadas; un arroyo cristalino serpea por el medio, esparciendo amenidad y frescura; delante tenéis la gran mancha azul del océano; detrás las cimas lejanas de algunas montañas que forman oscuro y abrupto cordón en torno de la campiña, que es dilatada y llana. Cerca ya de la mar, comenzáis á descender rápidamente, siguiendo el arroyo, hacia un barranco negro y adusto: en el fondo está Rodillero.



DIVOLL BRANCH LIBRARY, FARRAR STREET FRONT



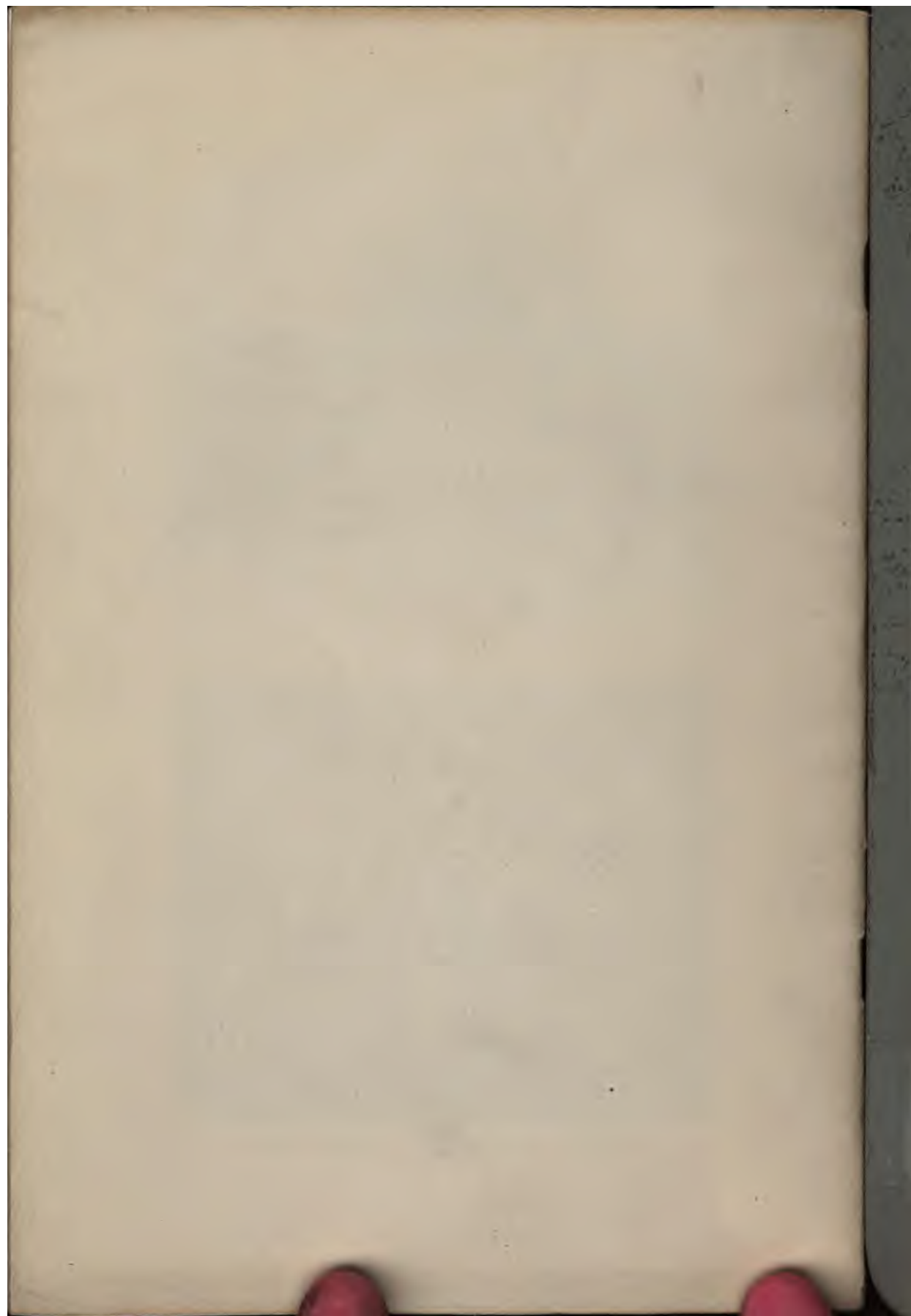
DIVOLL BRANCH LIBRARY, CHILDREN'S END OF
ONE-ROOM INTERIOR



CABANNE BRANCH LIBRARY, UNION AVENUE FRONT



STORY-HOUR AT THE CENTRAL LIBRARY



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THE ST. LOUIS LIBRARY SCHOOL

A DEPARTMENT OF
The St. Louis Public Library

CIRCULAR OF INFORMATION
1922-23



HISTORICAL SKETCH

A class of apprentices was formed in the St. Louis Public Library in 1905, under the charge of the Chief of the Stations Department. In 1910 the course was enlarged from one month to an academic year and placed in charge of a permanent Principal. In 1917 the class was expanded into a Library School of standard grade. In 1921 it became a member of the Association of American Library Schools.

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Librarian, Director of the Library School.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Book annotations, and history of libraries.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission, 1906-10; Principal, Missouri Library Summer School, 1911; Principal, St. Louis Public Library Training Class, 1910-17; Principal, St. Louis Library School, 1917-.

Administration, cataloging, history of printing, bookbinding, and subject bibliography.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School, 1909-10; Assistant, University of Vermont Library, 1905-06; Assistant, Smith College Library, 1906-09; Assistant, U. S. Bureau of Education Library, Sept.- Dec. 1910; Assistant U. S. Department of Agriculture Library, 1911-14; Chief Instructor, St. Louis Library School, 1917-.

Reference, classification, trade bibliography and library economy.

VIRGINIA KINEALY, *School Secretary and Reviser.*

St. Louis Training Class, 1915.

CHARLES H. COMPTON, A. B., B. L. S., *Assistant Librarian.*

New York State Library School, 1908; Librarian, University of North Dakota, 1908-10; Reference Librarian, Seattle Public Library, 1910-21; Assistant Librarian, St. Louis Public Library, 1921-.

Current events and periodicals.

LEONARD BALZ, *Chief of the Stations Department.*

Assistant, Circulation Department, 1904-07; Chief of Registration Department, 1908-17; Chief of Stations Department, St. Louis Public Library, 1918-.

Loan work.

MARY CROCKER, *Chief of the Open Shelf Department.*

Pratt Institute Library School, 1908; 1st assistant Circulation Department, 1908-11; Chief, Open Shelf Department, St. Louis Public Library, 1911-.

Modern fiction.

ALICE I. HAZELTINE, Ph. B., *Supervisor of Children's Work.*

New York State Library School, 1901-02; Training School for Children's Librarians, 1906-07; Cataloger, Buffalo Public Library, 1903-05; Librarian, Carnegie Library of Oil City, Pa., 1905-06; Chief children's librarian, Carnegie Library of Pittsburg, 1906-09; Branch Librarian, Carnegie Library of Pittsburg, 1909-11; First assistant, Children's Department, Carnegie Library and Training School for Children's Librarians, 1911-13; Supervisor of Branches, Buffalo Public Library, 1913-14; Supervisor of Children's Work, St. Louis Public Library, 1914-.

Children's literature and work with children.

MRS. JESSIE SARGENT MCNIECE, *Chief of the Circulation Department.*

Pratt Institute Library School, 1911; 1st assistant, Circulation Department, 1911-16; Chief of Circulation Department, St. Louis Public Library, 1917-.

Book selection.

SULA WAGNER, *Chief of Order and Catalog Department.*

Chief of Order and Catalog Department, St. Louis Public Library, 1894-.

Order work.

LECTURERS

1921-22

From the Staff

Sarah Bailey, Branch librarian, Crunden, *Work with foreigners.*

Lucius H. Cannon, Branch librarian, Municipal Reference Library, *Municipal and legislative reference work.*

Harriet S. Cory, A. B., M. D., Medical officer. *Keeping fit.*

Bertha Doane, B.A., Branch librarian, Cabanne. *Modern drama.*

Josephine Gratiaa, Branch librarian, Soulard; Sec'y A. L. A. Committee on Work with the foreign born. *Book selection for foreigners.*

Julia Krug, Chief, Traveling Library Department. *Extension work.*

Mrs. Anna P. Mason, Branch librarian, Carondelet. *Branch administration.*

Katharine T. Moody, Chief, Reference Department. *Genealogies.*

Mary Powell, Chief, Art Department. *Work of the Art Department.*

Lula M. Wescoat, Auditor of the Board. *Library finance.*

From St. Louis

- Mr. Lewis Dougan, principal of the Eugene Field School. *Literature of nature study.*
- Miss Stella M. Drumm, librarian of the Missouri Historical Society. *The gathering of historical material.*
- Mr. W. L. R. Gifford, librarian, Mercantile Library. *Subscription libraries.*
- Dr. Otto Heller, professor of the German language and Modern European literature, Washington University. *Commencement address on The reader at sea.*
- Mrs. H. C. January, secretary, Consumers' League of Missouri. *Women in industry.*
- Mr. J. A. McMillen, librarian, Washington University. *Administration of a college library.*
- Dr. G. B. Mangold, director of the Missouri School of Social Economy. *Bibliography of sociology.*
- Mrs. Philip N. Moore, president of the National Council of Women of the U. S. and vice-president of the International Council of Women. *The International Association at Christiania in 1920.*
- Dr. E. G. Payne, principal, Harris Teachers College. *Mental tests and books relating to the subject.*
- Mrs. E. C. Rowse. *The evolution of library methods.*
- Prof. H. C. Schweikert, head assistant in English, Central High School. *The Spanish-American short story.*
- Mr. Philo Stevenson, assistant to the Superintendent of Instruction, St. Louis Public Schools. *Continuation schools.*
- Dr. G. R. Throop, assistant to the chancellor, Washington University. *Translations of foreign classics.*
- Mr. E. H. Wuerpel, director, Washington University School of Fine Arts. *The psychology of design and of the poster.*

From Other Cities

- Mrs. M. L. Becker, of *The Literary Review*. *Current literature.*
- Mr. I. R. Bundy, secretary Missouri Library Commission. *What county libraries would mean for Missouri.*
- Miss Francis E. Earhart, librarian of the 7th Corps Area, U. S. A. *Book selection for libraries at army posts, stations and camps.*
- Miss L. A. Eastman, librarian, Public Library, Cleveland, O. *The new library building and the bond campaign.*
- Mr. F. W. Faxon, F. W. Faxon Co., Boston. *Completing periodical sets.*
- E. Morris Miller, Ph. D., librarian, University of Tasmania. *Library conditions in Australasia.*
- Miss Margaret Reynolds, librarian, First Wisconsin National Bank, Milwaukee, Wis. *The work of a bank library.*
- Miss L. E. Stearns, lecturer. *The next step in library work, Current periodicals, and Pioneering in library commission work.*

REQUIREMENTS FOR ADMISSION

Applications.—Those who think of applying for admission should address the Principal of the St. Louis Library School, St. Louis Public Library, Olive, 13th and 14th Streets, St. Louis, asking for an application blank, which should be filled and returned promptly.

Entrance Requirements.—All applicants for admission are required to hold a high school diploma or its equivalent. College credits will be found advantageous. Candidates holding a bachelor's degree are admitted on the presentation of their diplomas, but are not excused from the preliminary practice work. (See below.)

Entrance examinations are held in June and in September (see calendar) on the following subjects: History, literature, current events, and one foreign language. A knowledge of type-writing is also advisable. In addition to educational qualifications, personality and natural aptitude for the work are taken into consideration. Examinations should preferably be taken at the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the Librarian will consent to conduct it. Such examinations must take place on the same date as those at the School.

Applicants should not be less than twenty years of age and persons over thirty-five are not advised to apply unless they have had experience in business or professional work. All candidates who are accepted are required to do practical work for two weeks in the Library before the opening of the school year to acquire some acquaintance with Library aims and methods, unless the applicant has had practical experience that may be considered a substitute.

Students are admitted at the beginning of the first term only.

From the representative papers given in this circular, applicants will be able to decide for themselves what preparation they need, to be able to pass the examinations, which will follow practically the same lines each year. A good preparation would be a thorough review of general history and literature, with special reference to English and American history and literature; also of important recent events, and of the applicant's studies in French, German or Spanish.

Expenses.—Residents of St. Louis are charged no tuition. The fee for residents of Missouri outside of the city limits is \$45 for the year payable on Oct. 1st, Jan. 1st and March 1st. Students from other states are charged \$75 per year. These amounts include supplies. Textbooks are furnished free, but remain the property of the school.

Information concerning rooms and board may be had upon application to the Principal.

Certificates.—A certificate is given to each student who satisfactorily completes the theoretical course prescribed and who also has shown ability and fitness for library work in laboratory practice. Appointments, however, are not guaranteed.

If it should appear at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the School that its decision in this matter is final.

COURSES OF INSTRUCTION

The curriculum combines theoretical and practical training for a scholastic year of 36 weeks, following two weeks of preliminary laboratory work.

The courses include instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general 2 hours' study on the part of the student following each lecture.

Special emphasis is laid on laboratory work in the various departments of the Library and its branches, each student being assigned to work on the regular schedule for three hours each week, to relate theory to actual conditions. This is supplemented by a special assignment of four weeks in the Spring. The appointments during the year rotate, so that the laboratory work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work.

OUTLINE OF COURSES

FIRST SEMESTER

	Hours per week
Administration of libraries.....	2
Book selection	2
Bookbinding and printing.....	1
Cataloging	3
Classification	3
Current events and periodicals.....	1
Laboratory work	2
Reference	2
Trade bibliography	1
	17

SECOND SEMESTER

	Hours per week
History of libraries.....	1
Book selection	3
Library economy	1
Cataloging	2
Loan work	1
Periodicals and library news.....	1
Laboratory work	2
Reference	3
Subject bibliography	3
	17

COURSES IN DETAIL

There is required reading in connection with each of these courses.

Administrative

Administration of Libraries.

Lectures: Library law and the organization of both the small library and the system with branches, outlining the duties of the librarian, with his relation to the public authorities, the trustees and the staff; interrelation between the library and the public; business records, including statistics, reports, correspondence forms and supplies. Building and equipment. (1st Sem. 2 hrs., including *Work with children.*)

MRS. SAWYER

History of Libraries.

Lectures and reports: Library movement in America and its leaders; work of the A. L. A.; library commissions; special libraries; European libraries. (2nd Sem. 1 hr., including *Publicity and Extension.*)

DR. BOSTWICK

Publicity and Extension.

Lectures: Current methods; use of printed lists, monthly bulletins, newspaper notices, exhibits; the psychology of the poster bulletin; bulletin boards, etc. (With *History of libraries.*)

MRS. SAWYER

Bibliographic

Book Selection.

Lectures: Principles of literature; study of the general classes of books, with illustrative titles for examination and reading; reports by the class, selection of books for foreigners; editions and reprints. (1 Sem. 2 hrs., 2nd Sem. 3 hrs., including *Modern fiction, Book annotation and Children's literature.*)

MRS. McNIECE

Modern Fiction.

A brief survey of the work of modern English and American novelists, the principle governing the selection being based upon distinctive merit or usefulness in a library. (With *Book Selection.*)

MISS CROCKER

Book Annotation.

Lectures and exercises: General principles; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course. (With *Book Selection.*)

DR. BOSTWICK

Reference.

Lectures, problems and discussion: The A. L. A. Guide to Reference Books (Kroeger-Mudge) is used as a textbook. (1st Sem. 2 hrs., 2nd Sem. 3 hrs., including *Government Documents*.)

MRS. DRURY

Government Documents.

Lectures and problems: Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use. (*With Reference*.)

MRS. DRURY

Trade Bibliography and Publishers.

Lectures and problems: Important American, English and continental trade publications; publishing houses connected with the growth of the book trade in America; standards and specialties; leading publishers in all important lines, including English and French. (1st Sem. 1 hr.)

MRS. DRURY

Subject Bibliography.

Lectures: Bibliographies useful in the medium-sized library; directions for the compilation of bibliographies; additional lectures by specialists on the bibliography of their particular fields. Practice work includes the compilation of an annotated reading list to appear in the Library School number of the Monthly Bulletin. (2nd Sem. 3 hrs.)

MRS. SAWYER

Technical

Library Economy.

Lectures and problems: Rules for keeping a business record of books from receipt until withdrawal; the routine of preparing books for the shelves; shelf-listing; inventory. (2nd Sem. 1 hr., including *Order Work*.)

MRS. DRURY

Order Work, Including Serials.

Lectures and problems: Ordering books and serials; dealers; importations; second-hand and auction purchases; gifts; pamphlets; care and binding of periodicals. (*With Library Economy*.)

MISS WAGNER

Cataloging.

Lectures and problems: Making of a sample dictionary catalog by each student; cataloging of foreign books, children's books and federal and municipal documents; printed catalog cards; reference books and supplies for a catalog department; practice in typewriting cards; arrangement of cards. (1st Sem. 3 hrs., 2nd Sem. 2 hrs.)

MRS. SAWYER

Classification.

Lectures and problems: Study of Dewey's Decimal classification with practical work in classifying selected lists of books, considering the various requirements of large, small and special libraries; brief history of classification; comparison of the principal systems; use of the Cutter-Sanborn tables for assigning book numbers. Selection of subject headings. (1st Sem. 3 hrs.)

MRS. DRURY

Current Events, Periodicals, and Library News.

Weekly seminars: Three periods each month devoted to current events and one to library news. Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts, and Education; English and widely known continental magazines. (1 hr. throughout the year.)

MR. COMPTON

Loan Work.

Lectures and discussion: The loan desk and other distributing agencies; assistant and public; mechanics of intelligent book service; definitions and nomenclature; comparative study of charging systems; theoretical and practical study of registration, charging records, overdue notices, fines and penalties, renewals, reserves, pay collections, prevention of contagion, shelf arrangement, extension and publicity, discussion of experience in actual practice work. (2nd Sem. 1 hr.)

MR. BALZ

Bookbinding.

Lectures: Processes of binding, rebinding and mending with emphasis on library needs; a resumé of the development of the art; visits to binderies. (1st Sem. 1 hr., including Printing.)

MRS. SAWYER

Printing.

Lectures: History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; proof reading; visits to printing establishments. (With Bookbinding.)

MRS. SAWYER

Children's Literature and Work with Children.

Lectures: Book selection for children; story-telling (with practice as an elective) administration and equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies. (With Book Selection and Library Administration.)

MISS HAZELTINE

Miscellaneous.

Lectures on various special topics of value to librarians; visits to other libraries in St. Louis with observation of varying methods.

DR. BOSTWICK
VISITING LECTURERS

QUARTERS

The rooms occupied by the school in the Central Library Building include a pleasant school room, with an adjoining cloak room and an office for the Principal; an assembly room for lectures, seating 200 persons, used especially with the lantern, and an office for the Chief Instructor. All these are on the upper floor of the building. Space in various other parts of the Library is available for students assigned to special work.

LABORATORY WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory.

The specialty of the St. Louis Library School is general public library work. Its students study and work in a public library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts, whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training, because its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for specialization. Two newly-opened branches in public school buildings give opportunity to study this interesting development.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general library of Washington University and the separate Medical School Library, also that of St. Louis University, containing interesting material on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church; the St. Louis Medical Library, the Library of the Bar Association, the Library of the Missouri Historical Society, the chief repository

for local history, and the Library of the School of Botany of the Missouri Botanical Garden, one of the noteworthy botanical collections of the world. The libraries of the Academy of Science and the Engineers' Club are both on deposit in the Public Library Building. In Harris Teachers College is a valuable special library on education, including 30,000 volumes.

The existence of these libraries, and other smaller ones, in the city gives the school an opportunity to expand its laboratory work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States.

St. Louis is a healthy city, ranking next to the head among American cities having 800,000 population. Its death rate per thousand is 13.70, as compared with 13.45 for the city that stands first, and 17.10 for the one that stands ninth.

A symphony orchestra of the first order gives weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental. There is a large choral society—the Pageant Choral—and several smaller organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre and several good amateur organizations. Several motion-picture theatres are unusually large and have worth-while orchestras.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of operas and masques, including eight weeks' summer season of light opera. The festival of the Veiled Prophet, in October, with its street pageant and spectacular ball, is widely known.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archaeological Society, and the Pedagogical Society. Numerous interesting meetings are held in the various library assembly rooms. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season.

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called "Shaw's Garden" after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World's Fair of 1904. Besides memorials of the Fair, it houses the collections of the Missouri Historical Society.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future. The new outdoor bear-pits are especially interesting.

There are other large parks in the city. All are used widely for public recreation—baseball, golf, tennis, swimming and skating, in their proper seasons.

The country around St. Louis is rolling and of great beauty, bordering on two great rivers—the Mississippi and the Missouri, and a smaller one, the Meramec. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating.

SPECIMEN ENTRANCE-EXAMINATION PAPERS

History and Current Events

1. What European countries took part in the discovery and settlement of the Western Hemisphere; what portion was covered by each?
2. For what were the following men famous, and when and where did they live? Nelson; Mazarin; Garibaldi; Wolsey; Cervera; Peter the Great; Confucius; Alfred Nobel; Anthony Wayne; Farragut.
3. Write fully on the public services of any two of the following persons: Benjamin Franklin; John Jay; Robert Morris; Herbert Hoover.
4. What is meant by the following terms? Free trade; Monroe doctrine; Feudalism; Income tax; Industrial workers of the world.
5. Discuss briefly:
 - (a) How does the immigrant affect our national life?
 - (b) How does our national life affect the immigrant?
6. Mention five persons distinguished in the World War, with brief comment.
7. Name five rivers important in world history with reasons.
8. Write a page on the topic:

Rome is historically the most interesting city in the world.

Literature and General Information

1. Name five prominent New England writers. Tell what was the principal contribution each made to American literature.
2. Characterize in a sentence each of the following persons, giving nationality: Galileo; Enrico Caruso; Michael Angelo; Pestalozzi; Verdi; Thomas Carlyle; Dr. Johnson; Turgeneff; Edgar Lee Masters; D'Annunzio.
3. Give an appreciation (in 100 words each) of two of the following authors: Ibsen; Kipling; Chambers; Tarkington; Wells.
4. What is meant to you by the term "Classics"? Give examples.
5. Who wrote the following? Treasure Island; Vision of Sir Launfal; Life of the Bee; Divine Comedy; The Blue Bird; Alice in Wonderland; Faust; Oregon Trail; If Winter Comes; Scaramouche.
6. Identify the following characters by telling in what work each occurs, and characterize each in a few words: Polonius; Uriah Heep; Dr. Jekyll; Portia; John Alden; Mulvaney; Ariel; Mr. Squeers; James Fitz-James.
7. Name ten books which you would choose for your own private library.
8. Contrast any two poets who appeal to you strongly, but for different reasons.

Sample of examination in French, German or Spanish will be furnished on request.

CALENDAR 1922-23

June 10, 1922, Entrance examinations.

Sept. 4-16, Preliminary laboratory work.

Sept. 21, Instruction begins.

Dec. 22, Christmas recess begins.

Jan. 2, 1923, Instruction resumed.

Jan. 22, Laboratory work begins.

Feb. 19, Instruction resumed.

June 8, Closing exercises.

June 9, Entrance examinations.

1923-1924.

Sept. 3-15, Preliminary laboratory work.

Sept. 20, Instruction begins.

N. B. A special examination will be given on September first to accommodate anyone unable to take the regular examination in June.

St. Louis Library
School

St. Louis Public Library

CIRCULAR OF INFORMATION

1927-1928

ST. LOUIS
MARCH, 1927

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St. Louis Library School

St. Louis Public Library

CIRCULAR OF INFORMATION

1927-1928

ST. LOUIS
MARCH, 1927

HISTORICAL SKETCH

A class of apprentices was formed in the St. Louis Public Library in 1905, under the charge of the Chief of the Stations Department. In 1910 the course was enlarged from one month to an academic year and placed in charge of a permanent Principal. In 1917 the class was expanded into a Library School of standard grade. In 1921 it became a member of the Association of American Library Schools. In 1925 a special course in work with children was added.

It has graduated nine classes, totaling 163 persons. Students have come from 16 states and four foreign countries to attend the school, and the graduates have held positions in 16 states, as librarians of public, normal school and high school libraries, branch librarians, children's librarians, commission workers, county library workers, cataloguers, and assistants in reference, circulation, order and other departments of college and public libraries.

Mr. T. L. Probst.
gift
12-28-1927

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Director.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Book annotations and history of libraries.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission, 1906-10; Principal, Missouri Library Summer School, 1911; Principal, St. Louis Public Library Training Class, 1910-17; Principal, St. Louis Library School, 1917-; absent on leave, 1925-26.

Administration, history of printing, bookbinding and bibliography.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School, 1909-10; Assistant, University of Vermont Library, 1905-06; Assistant, Smith College Library, 1906-09; Assistant U. S. Bureau of Education Library, Sept.-Dec. 1910; Assistant, U. S. Department of Agriculture Library, 1911-14; Chief Instructor, St. Louis Library School, 1917-.

Reference and cataloging.

MARGARET EUGENIA VINTON, A. B., *Instructor.*

Los Angeles Library School, 1916; Branch Librarian Los Angeles Public Library 1916-18; Cataloger, Springfield, Missouri Public Library 1918-20; Classifier, University of Michigan Library 1920-22; Librarian, Salem, Ohio, Public Library 1922-25; Instructor, St. Louis Library School 1926-.

Book selection, Classification and Library technique.

MRS. DOROTHY W. PARKS, *Instructor in Periodicals and Reviser.*

St. Louis Public Library Training Class, 1917; Assistant, Souard Branch, St. Louis Public Library, 1917-19; Chief of Periodicals and Binding, Washington University Library, 1919-26; Instructor and Reviser, St. Louis Library School 1927-.

CHARLES H. COMPTON, A. B., B. L. S., *Instructor in Administration.*

New York State Library School, 1908; Librarian, University of North Dakota, 1908-10; Reference Librarian, Seattle Public Library, 1910-21; Assistant Librarian, St. Louis Public Library, 1921-.

LEONARD BALZ, *Instructor in Loan Work.*

Assistant, Circulation Department, 1904-07; Chief of Registration Department, 1908-17; Chief of Stations Department, St. Louis Public Library, 1918-.

MARY CROCKER, *Instructor in Book Selection—Modern Fiction.*

Pratt Institute Library School, 1908; 1st Assistant, Circulation Department, 1908-11; Chief, Open Shelf Department, St. Louis Public Library, 1911-.

ALICE I. HAZELTINE, Ph. B., *In charge of Training for Library Work with Children.*

New York State Library School, 1901-02; Training School for Children's Librarians, 1906-07; Cataloger, Buffalo Public Library, 1903-05; Librarian, Carnegie Library of Oil City, Pa., 1905-06; Chief children's librarian, Carnegie Library of Pittsburg, 1906-09; Branch Librarian, Carnegie Library of Pittsburg, 1909-11; First assistant, Children's Department, Carnegie Library and Training School for Children's Librarians, 1911-13; Supervisor of Branches, Buffalo Public Library, 1913-14; Supervisor of Young People's Reading, Providence Public Library, 1923-25; Supervisor of Children's Work, St. Louis Public Library, 1914-23, and 1925-June, 1927.

JOHN A. MCGEOCH, A. M., *Instructor in Child Psychology and the Principles of Education.*

Assistant professor of psychology, Washington University, 1925-.

SULA WAGNER, *Instructor in Order Work.*

Chief of Order and Catalog Department, St. Louis Public Library, 1894-.

LECTURERS

From the Staff

Sarah Bailey, Branch librarian, Crunden.
Lucius H. Cannon, Branch librarian, Municipal Reference Library.
Margaret G. Curran, Branch librarian, Divoll.
Bertha Doane, B. A. Branch librarian, Cabanne.
Antoinette Douglas, Chief, Art Department.
Josephine Gratiaa, Branch librarian, St. Louis University.
Julia Krug, Chief, Traveling Library Department.
Katharine T. Moody, Chief, Reference Department.
Ruth A. Overman, Branch librarian, Carpenter.
Lula M. Wescoat, Auditor of the Board.

From St. Louis

Frank J. Bruno, prof. of applied sociology, Washington University.
Stella Drumm, librarian of the Missouri Historical Society.
W. L. R. Gifford, librarian, Mercantile Library.
Mrs. H. C. January, secretary, Consumers' League of Missouri.
J. A. McMillen, librarian, Washington University.
Mary Powell, educational director, City Art Museum.
Elwood Street, director, Community Council.
C. Seymour Thompson, director, A. L. A. Library Survey.

From Other Cities

Sarah C. N. Bogle, assistant secretary, American Library Association, Chicago.
W. W. Charters, director, Library Curriculum Study, American Library Association, Chicago.
Padraic Colum, poet, dramatist, New Canaan, Connecticut.
Charles J. Finger, author, Fayetteville, Arkansas.
Dr. Frank J. Hill, librarian, Brooklyn Public Library.
Frederick A. Melcher, managing editor, Publishers' Weekly.
Jane Morey, secretary, Missouri Library Commission, Jefferson City, Missouri.
Effie L. Power, director of work with children, Cleveland Public Library.
Prof. A. S. Root, librarian, Oberlin College, Oberlin, Ohio.
Louise H. Seaman, Children's Book Department, Macmillan Company.
Stuart Sherman, editor, Books, New York Herald-Tribune.
George B. Utley, librarian, Newberry Library, Chicago.
Edna Whiteman, lecturer on story-telling, Cleveland.
Mary E. Wood, associate librarian, Boone University, Wuchang, China.

GENERAL INFORMATION

The St. Louis Library School offers a one-year course in general library science and a one-year course in library work with children.

The curriculum of each course consists of thirty-three semester hours' work, twenty-three semester hours of which are common to both courses. The other ten semester hours are given to subjects appropriate to the general and special fields respectively.

The School conducts neither summer nor correspondence courses.

TUITION AND EXPENSES. Tuition for either the general course or that for library work with children, is as follows: Residents of St. Louis are charged no tuition. The fee for residents of Missouri outside the city limits is \$75 for the year. Students from other states are charged \$100 per year. These fees are payable, one half on October 1st. and the remainder on February 1st.

\$25 to \$35 should be allowed by all out-of-town students for textbooks, subscriptions and supplies. Textbooks and supplies are furnished for the use of St. Louis students, and subscriptions amount to about \$5.

The time of the student taking either of the courses is too completely occupied with the school work to make the earning of any appreciable amount toward expenses feasible.

Information concerning rooms and board may be had upon application to the Principal.

CERTIFICATES. The satisfactory completion of each course is recognized by a certificate.

If it seems evident at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the School that its decision in this matter is final.

Appointments are not guaranteed, but the School recommends its graduates, and there are always openings for trained librarians.

REQUIREMENTS FOR ADMISSION

APPLICATIONS—Applicants for admission should address the Principal of the St. Louis Library School, St. Louis Public Library, Olive, 13th and 14th Streets, St. Louis, asking for an application blank, which should be filled out and returned promptly.

ENTRANCE REQUIREMENTS FOR BOTH COURSES—In general, candidates must have completed at least such work as would be accepted for admission to the sophomore class of an approved college or university. High school graduates with sufficient years of library experience or exceptional qualifications may in a few cases be admitted. Candidates holding a bachelor's degree from an accredited college are admitted on the presentation of their records, and the satisfactory completion of the preliminary practice work. (See below.) Applicants should not be less than twenty years of age and persons over thirty-five are advised not to apply unless they have had experience in business or professional work.

Entrance examinations, required of all who do not hold a bachelor's degree, are conducted in June on the following subjects: History, literature, current events, and a sight translation in one modern foreign language. A knowledge of typewriting is considered desirable. Examinations should preferably be taken in the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the librarian will consent to conduct it. Such examinations must take place on the same date as those at the School. In addition to educational qualifications, personality and natural aptitude for the work are taken into consideration. Examinations may also be held in August if the prospects are that more can be admitted to the class.

From the representative papers given in this circular, applicants will be able to decide for themselves what preparation they need, to be able to pass the examinations, which will follow practically the same lines each year. A good preparation would be a thorough review of general history and literature, with special reference to English and American history and literature, also of important recent events, and of the applicant's studies in French, German or Spanish.

Those who pass the written examinations are not admitted finally to the School until they have satisfactorily completed at least two weeks of preliminary practice work in the St. Louis Public Library or in some other library acceptable to the School. Two months of preliminary work is considered desirable. The Principal may at times excuse from this preliminary practice work applicants who have had sufficient practical library experience.

Students are admitted at the beginning of the first semester only.

CURRICULUM

The curriculum for both courses combines theoretical and practical training for a scholastic year of 36 weeks. This does not include the preliminary laboratory work.

The curriculum in general library science includes instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general two hours study on the part of the student in connection with each lecture.

The curriculum for training in library work with children consists of 23 hours of the general curriculum and 10 hours of special work which include book selection for children, history of children's literature, story telling, administration of library work with children, library work with schools and child psychology.

Special emphasis is laid on laboratory work in the various departments of the Library and its branches to relate theory to actual conditions. Each student is assigned to work on the regular schedule for three hours each week. This is supplemented by a full time assignment of four weeks in the Spring. The appointments during the year rotate, so that the laboratory work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work.

GENERAL LIBRARY SCIENCE CURRICULUM

FIRST SEMESTER	HOURS OF CREDIT
Administration of libraries.....	2
Book production.....	2
Book selection.....	3
Cataloging and classification.....	4
Library work with children.....	1
Laboratory work.....	2
Reference.....	2
	16

SECOND SEMESTER	
Administration of libraries.....	1
Book selection.....	2
Cataloging and classification.....	2
Library work with children.....	1
Laboratory work.....	2
Library technique.....	2
Library work as a profession.....	1
Reference and documents.....	3
Subject bibliography.....	3
	17

LIBRARY WORK WITH CHILDREN

CURRICULUM

FIRST SEMESTER	HOURS OF CREDIT
Administration of libraries.....	1
Administration of library work with children.....	1
Book production.....	1
Book selection.....	1
Book selection for children.....	1
Cataloging and classification.....	4
Child psychology.....	1
Group discussion.....	1
Laboratory work.....	2
Story telling.....	1
Reference.....	2
	16

SECOND SEMESTER	
Administration of libraries.....	1
Book selection.....	1
Cataloging and classification.....	2
Group discussion.....	1
History of children's literature.....	1
Laboratory work.....	2
Library work with schools.....	1
Library technique.....	2
Reference.....	2
Story telling.....	1
Subject bibliography.....	3
	17

GENERAL LIBRARY SCIENCE COURSES IN DETAIL

Administrative

Administration of Libraries.

Lectures: Library Law and the organization of both the small library and the system with branches, outlining the duties of the librarian, with his relation to the public authorities, the trustees and the staff; personnel problems; interrelation between the library and the public; business records, including statistics, reports, correspondence forms and supplies. Building and equipment. Extension services.

Current methods of publicity; use of printed lists, bulletins, newspaper notices, exhibits; the psychology of the poster bulletin; bulletin boards, etc. (1st Sem. 2 hrs., 2nd Sem. 1 hr., including *History of Libraries.*)

MR. COMPTON

History of Libraries.

Lectures and reports; Library movement in America, representative public, college and special libraries. Survey of national libraries, and other important foreign libraries.

MRS. SAWYER

Library Work as a Profession.

Lectures and group discussion: The A. L. A. and other library organizations and their leaders; library commissions, county libraries, library training, library news and problems; relation of library to various agencies and organizations of the community. (2nd Sem. 1 hr.)

DR. BOSTWICK

Bibliographic

Book Selection.

Lectures and literature of book selection; Study of the general classes of books, with illustrative titles for examination and reading; checking of bibliographic periodicals by the class, selection of books for foreigners; editions and reprints (1st Semester 3 hours, 2nd Semester 2 hours, including *Modern fiction, Book annotation and Periodicals.*)

MISS VINTON

Modern Fiction.

A brief survey of the work of modern English and American novelists, the principle governing the selection being based upon distinctive merit or usefulness in a library. (*With Book Selection.*)

MISS CROCKER

Book Annotation.

Lectures and exercises: General principles of literature and of book annotation; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course. (*With Book Selection.*)

DR. BOSTWICK

Periodicals.

Reports and discussion: Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts and Education; English and widely known continental magazines. (*With Book Selection.*)

MRS. PARKS

Reference.

Lectures, problems and discussion: The New Guide to Reference Books by Isadore G. Mudge is used as a textbook. (*1st Sem. 2 hrs., 2nd Sem. 3 hrs., including Government Documents.*)

MRS. DRURY

Government Documents.

Lectures and problems: Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use. (*With Reference.*)

MRS. DRURY

Book Production and Bibliography.

Lectures: History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; proof reading; visit to printing establishment. (*1st Sem. 2 hrs. incl. Bookbinding, Trade bibliography and Publishers.*)

MRS. SAWYER

Bookbinding.

Lectures: Process of binding, rebinding and mending with emphasis on library needs; a resume of the development of the art; visits to binderies. (*With Book Production.*)

MRS. SAWYER

Trade Bibliography and Publishers.

Lectures and problems: Important American, English and continental trade publications; publishing houses connected with the growth of the book trade in America; standards and specialities; leading publishers in all important lines, including English and French. (*With Book Production.*)

MRS. SAWYER

Subject Bibliography.

Lectures: Bibliographies useful in the medium-sized library; directions for the compilation of bibliographies; additional lectures by specialists on the bibliography of their particular fields. Practice work includes the compilation of an annotated reading list to appear in the Library School number of the Monthly Bulletin. (2nd Sem. 3 hrs.)

MRS. SAWYER

Technical

Cataloging.

Lectures and problems: Making of a sample dictionary catalog by each student; cataloging of foreign books, children's books and federal and municipal documents; printed cards; reference books and supplies for a catalog department; practice in typewriting cards; arrangement of cards. (2 hrs. throughout the year.)

MRS. DRURY

Classification.

Lectures and problems: Study of Dewey's Decimal Classification with practical work in classifying selected lists of books, considering the various requirements of large, small and special libraries; brief history of classification; comparison of the principal systems; use of the Cutter-Sanborn tables for assigning book numbers. Selection of subject headings. (1st Sem. 2 hrs.)

MISS VINTON

Library Technique.

Lectures and problems: Rules for keeping a business record of books from receipt until withdrawal; the routine of preparing books for the shelves; shelf-listing; inventory. (2nd Sem. 2 hrs., including order and loan work.)

MISS VINTON

Order Work, including Serials.

Lectures and problems: Ordering books and serials; dealers; importations; second-hand and auction purchases; gifts; pamphlets; care and binding of periodicals. (With Library technique.)

MISS WAGNER

Loan Work.

Lectures and discussion: The lending desk; assistant and public; mechanics of intelligent lending service; comparative study of charging systems; theoretical and practical study of registration, charging records, renewals, reserves, rental collections, overdue notices, fines and penalties, and prevention of contagion; community study, publicity and extension; branch libraries,

deposit and delivery stations, parcel post and home delivery service, traveling libraries and home libraries, county library systems; inter-library loans. (*With Library technique.*)

MR. BALZ

Library Work with Children.

Lectures: Book selection for children; story-telling, administration, equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies. (*1 hr. throughout the year.*)

MISS HAZELTINE

LIBRARY WORK WITH CHILDREN

COURSES IN DETAIL

Book Selection for Children.

Lectures, problems, discussion and required reading. Principles of selection of books of various types as determined by subject, form, interest, and values for children of different age groups and with different reading background; a consideration of books for pleasure reading and for information. (*1 hr. throughout the year.*)

MISS HAZELTINE

Story Telling.

Lectures, discussion, required reading and practice. Source material for the story teller; choice of stories; methods of learning and of presentation; practice in telling stories in class and before groups of children. (*1 hr. throughout the year.*)

MISS HAZELTINE

Group Discussion.

Opportunity is given for discussion of special problems assigned, and of articles on children's work or children's reading in library or educational periodicals. A study of social conditions and racial backgrounds is included. (*1 hr. throughout the year.*)

MISS HAZELTINE

Administration of Library Work with Children.

Lectures, discussion, required reading and problems. The organization and administration of departmental work with children; a consideration of the work of a children's librarian. (*1 hr. 1st Sem.*)

MISS HAZELTINE

Child Psychology and the Principles of Education.

An introduction to the principles of child psychology and the application of these principles to those problems of education which are of most significance for children's librarians. (1 hr. 1st Sem.)

PROFESSOR McGECH

Library Work with Schools.

Lectures, discussion and required reading. Public library work with schools, including aims and methods; public library branches in school buildings; a brief consideration of school libraries. (1 hr. 2nd Sem.)

MISS HAZELTINE

History of Children's Literature.

Lectures and required reading. The development of a literature for children in England and in America. (1 hr. 2nd Sem.)

MISS HAZELTINE

N. B. At the time this circular goes to press Miss Hazeltine has announced her resignation to accept the position of Assistant Professor in the School for Library Service of Columbia University and her successor has not been appointed.

Lectures by persons outside the faculty are included as integral parts of courses in the curriculum.

QUARTERS

The rooms occupied by the school in the Central Library Building include a pleasant school room with an adjoining cloak room and an office for the Principal; an assembly room for lectures, seating 200 persons, used especially with the lantern, and an office for the Chief Instructor. All these are on the upper floor of the building. Space in various other parts of the Library is available for students assigned to special work.

LABORATORY WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory.

The specialty of the St. Louis Library School is public library work. Its students study and work in a public library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training, because its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for specialization. Three branches in public school buildings and one in a community center give opportunity to study this interesting development.

Laboratory assignments are made throughout the year, and in addition to routine types of work include "purposeful observation" of exhibits, also attendance on story hours, club meetings and classes of instruction on the use of the library.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general library of Washington University and the separate Medical

School Library, also that of St. Louis University, containing interesting material on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church, that of Concordia Seminary, a Lutheran institution; the St. Louis Medical Library, the St. Louis Law Library, the Library of the Missouri Historical Society, the chief repository for local history, and the Library of the School of Botany of the Missouri Botanical Garden, one of the noteworthy botanical collections of the world. The libraries of the Academy of Science and the Engineers' Club are both on deposit in the Public Library Building. In Harris Teachers' College is a valuable special library on education, including 30,000 volumes.

The existence of these libraries, and other smaller ones in the city gives the school an opportunity to expand its laboratory work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States. St. Louis is a healthy city, ranking well in this respect among large American cities.

A symphony orchestra of the first order gives two weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental; also a popular concert on Sunday afternoon. There is a large choral society—the Pageant Choral—and several smaller organizations, male and female, whose concerts are open to subscribers. Musical

studios, with their occasional recitals and exhibitions, abound. The Civic Music League offers a series of subscription concerts at reasonable rates. There are organ recitals at the Washington University chapel, Christ Church cathedral and elsewhere.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre and several good amateur organizations. Several motion-picture theatres are unusually large and have worth-while orchestras.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of opera and masques, including ten weeks' summer season of light opera. A smaller one, the Garden Theatre, offers a varied program for a shorter season. The festival of the Veiled Prophet, in October, with its street pageant and spectacular ball, is widely known.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archaeological Society, the Pedagogical Society, the Sheldon Memorial and the Principia School. Numerous interesting meetings are held in the various library assembly rooms. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season. See "Educational Facilities in St. Louis Outside of the Schools." (St. Louis Public Library, 1925.)

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called "Shaw's Garden" after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year. There are also many exhibitions at the Artists' Guild, at clubs and at the show-rooms of art-dealers.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World's Fair of 1904. Besides memorials of the Fair, it houses the collections of the Missouri Historical Society.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future. The outdoor bear-pits and the new primate house are especially interesting.

There are other large parks in the city. All are widely used for public recreation—baseball, golf, tennis, swimming and skating in their proper seasons.

The country around St. Louis is rolling and of great beauty, bordering on two great rivers—the Mississippi and the Missouri, and a smaller one, the Meramec. In many places the banks are high limestone cliffs of fantastic and picturesque formation. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating. Bus lines are being rapidly extended over the new system of concrete highways, both in Missouri and across the Mississippi, in Illinois. River excursions are available in the summer time.

SPECIMEN ENTRANCE EXAMINATION PAPERS

History and Current Events

1. What motives led each of the nations westward in the Sixteenth Century?
2. Discuss the Dawes plan of German reparations.
3. (a) Outline the steps in the opening up of China.
(b) How did Korea become a Japanese province?
4. When was the first Hague peace conference, what countries attended and what was accomplished?
5. State the principal services to America, during the American Revolution, of two of the following leaders: Samuel Adams, Benjamin Franklin, Thomas Jefferson, Robert Morris.
6. What were the principal motives of the European nations in portioning Africa?
7. What are some of the problems of immigration of the present day?
8. Name and characterize briefly ten leading figures in the political life of Europe and America at the present time.
9. Check in each of the following statements the word that you think completes it correctly:
Gertrude Stein is a musician.....a writer.....a Congresswoman....
Oslo was formerly called Stamboul.....St. Petersburg.....
Christiania.....
Napoleon was defeated at Waterloo.....Austerlitz.....Bunker Hill.....
"I have no scepter but I have a pen" declared Swift.....Voltaire.....
Burke.....
The law of primogeniture is observed in England.....United States.....Russia.....
Egypt is a Republic.....an independent monarchy.....a protectorate.....
South Carolina is the only state in the Union that has a woman Senator.....accepted consolidated rural schools.....does not grant divorce.....
The Promulgator of the Seven Years' War was Peter the Great.....Charles V.....Frederick the Great.....
The Pre-Raphaelites were explorers.....painters.....religious fanatics.....
Garibaldi is a national hero of Greece.....Italy.....Spain.....
Robert Fulton invented the cotton gin.....the telephone.....the steamboat.....
The Spanish Armada was destroyed by the French.....the English.....the Moors.....
The German empire was established by Goethe.....Bismarck.....Frederick the Great.....
Magna Carta is a breakfast food.....a biography.....a charter.....

Literature and General Information

1. In what respects is world literature an autobiography of civilization?
2. What significance has each of the following: Westminster Abbey, Kremlin, Stoke Pogis, St. Helena, Sargasso Sea, Mt. Everest. (Select five.)
3. Name a novel which is connected with the life or history of each of five foreign countries.
4. Who in your estimation is the greatest novelist now writing? Write half a page justifying your choice.
5. Write half a page on the Anglo-Saxon period in English literature.
6. Give five modern dramas of distinct literary value, with their authors and a brief statement of their purpose.
7. Write about 200 words on one of the following subjects (either supporting or denying the claim):
 "France is the intellectual leader of Europe."
 "Shakespeare has no heroes: he has only heroines."
8. Fill in the blanks in the following (e. g. Romola is a *novel* dealing with *Florence* by *George Eliot*.)
 1. Jude the obscure is a dealing with by
 2. The Cherry orchard is a dealing with by
 3. Ramona is a dealing with by
 4. The Ancient mariner is a dealing with by
 5. Beggar on horseback is a dealing with by
 6. Memoirs of a midget is a dealing with by
 7. Growth of the soil is a dealing with by
 8. The triumph of the egg is a dealing with by
 9. Heartbreak house is a dealing with by
 10. Westward hol is a dealing with by
 11. Jungle tales is a dealing with by
 12. Candide is a dealing with by
 13. Beowulf is a dealing with by
 14. Thus spake Zarathustra is a dealing with by
 15. Uncle Tom's cabin is a dealing with by

French

TRANSLATE WITHOUT THE AID OF THE DICTIONARY

Rien n'est comparable pour la beauté aux lignes de l'horizon romain, à la douce inclinaison des plans, aux contours suaves et fuyants des montagnes qui le terminent. Souvent les vallées dans la campagne prennent la forme d'une arène, d'un cirque, d'un hippodrome; les coteaux sont taillés en terrasses, comme si la main puissante des Romains avait remué toute cette terre. Une vapeur particulière, répandue dans les lointains, arrondit les objets et dissimule ce qu'ils pourraient avoir de dur ou de heurté dans leurs formes. Les ombres ne sont jamais lourdes et noires; il n'y a pas de masses si obscures de rochers et de feuillages, dans lesquelles il ne s'insinue toujours un peu de lumière. Une teinte singulièrement harmonieuse marie la terre, le ciel et les eaux: toutes les surfaces, au moyen d'une gradation insensible de couleurs, s'unissent par leurs extrémités, sans qu'on puisse déterminer le point où une nuance finit et où l'autre commence. Vous avez sans doute admiré dans les paysages de Claude Lorrain cette lumière qui semble idéale et plus belle que nature? eh bien, c'est la lumière de Rome! (Chateaubriand.)

CALENDAR 1927—1929

1927—1928

2nd SEMESTER

Feb. 20, 1928	Instruction begins
May 28-June 2	Second Semester examinations
June 7	Closing exercises
June 9	Entrance examinations

1928—1929

1st SEMESTER

Sept. 20, 1928	Instruction begins
Dec. 21, 1928	Christmas recess begins
Jan. 2, 1929	Instruction resumed
Jan. 14-19	First Semester examinations
Jan. 21	Laboratory work begins

2nd SEMESTER

Feb. 18, 1929	Instructions begins
May 27-June 1	Second Semester examinations
June 1	Entrance examinations
June 6	Closing exercises

N. B.—Special examinations may be given on September 1, 1928 if it appears that more students can be admitted to the class.

HISTORICAL SKETCH

A class of apprentices was formed in the St. Louis Public Library in 1905, under the charge of the Chief of the Stations Department. In 1910 the course was enlarged from one month to an academic year and placed in charge of a permanent Principal. In 1917 the class was expanded into a Library School of standard grade. In 1921 it became a member of the Association of American Library Schools. In 1926 it was accredited by the Board of Education for Librarianship of the American Library Association. In 1925 a special course in work with children was added.

It has graduated eleven classes, totaling 224 persons. Students have come from 18 states and four foreign countries to attend the school, and the graduates have held positions in 23 states and one territory, as librarians of public, college, normal school, high school and special libraries, branch librarians, children's librarians, commission workers, county library workers, cataloguers, and assistants in reference, circulation, order and other departments of college and public libraries.



George O. Carpenter Branch Library

The students are assigned to branch libraries as well as to various departments in the Central building for practical work.



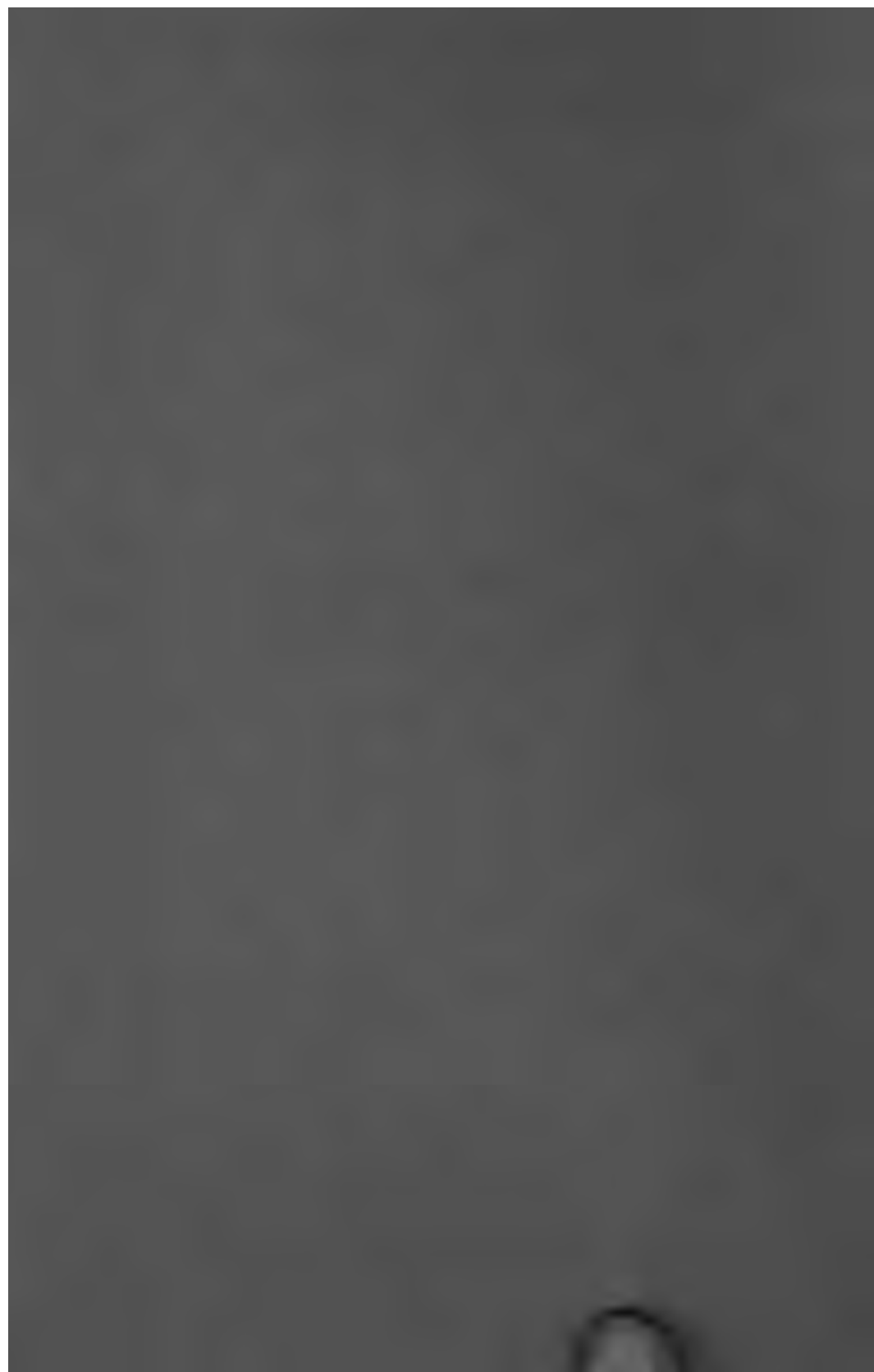
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St. Louis Library School

CIRCULAR OF INFORMATION

1930/31

ST. LOUIS
MAY, 1930



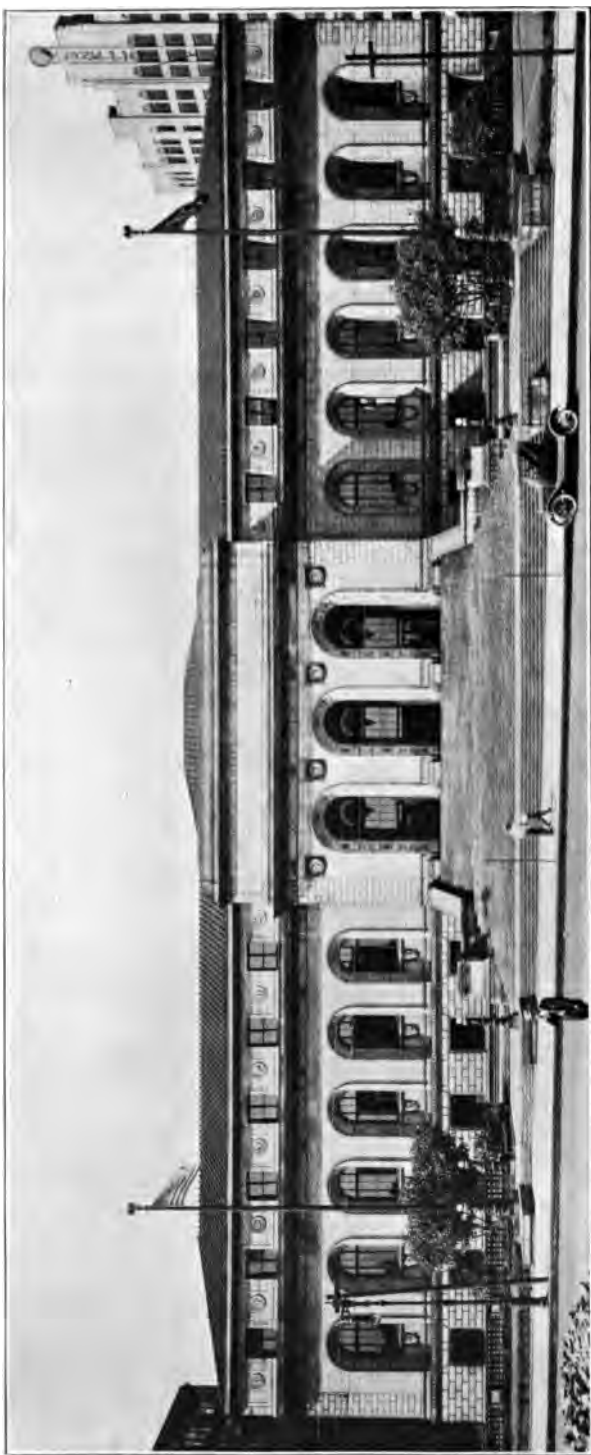
St. Louis Library School

Maintained by the St. Louis Public Library and accredited by
the A. L. A. Board of Education for Librarianship

CIRCULAR OF INFORMATION

1930-31

ST. LOUIS
MAY, 1930



ST. LOUIS PUBLIC LIBRARY—OLIVE STREET FRONT

The four windows to the left of the pediment are those of the Library School quarters.

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Director.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Book annotation and development of public libraries in the United States.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission, 1906-10; Principal, Missouri Library Summer School, 1911; Principal, St. Louis Public Library Training Class, 1910-17; Principal, St. Louis Library School, 1917-.

Subject bibliography, history of printing, bookbinding, administration, and history of libraries.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School, 1909-10; Institute for Library school instructors, University of Chicago, Summer, 1927; Assistant, University of Vermont Library, 1905-06; Assistant, Smith College Library, 1906-09; Assistant U. S. Bureau of Education Library, Sept.-Dec. 1910; Assistant, U. S. Department of Agriculture Library, 1911-14; Chief Instructor, St. Louis Library School, 1917-.

Reference, classification, publishers and periodicals.

MRS. MARY JEWETT GILBERT, A. B., *Instructor.*

St. Louis Library School, 1923; Assistant, St. Louis Public Library, June-September 1920, June 1921-September 1924; June-September 1926; Acting first assistant, Cabanne Branch, February-September 1928; First assistant, October 1928-August 1929; Reviser, St. Louis Library School, October 1924-June 1925; Instructor, June 1925-June 1926, September 1929-.

Book selection, cataloging, library profession, library technique and trade bibliography.

MARGARET WEGMANN, B. L., *Reviser.*

St. Louis Library School, 1929; Reviser, St. Louis Library School, 1929-.

RUTH A. OVERMAN, *In charge of Course in Library Work with Children.*

Assistant, St. Louis Public Library, 1910-16, Children's librarian, 1916-21, First assistant, Children's Department, 1921-24, Chief assistant, 1924-27, Librarian, Carpenter Branch, Jan.-June, 1927, Supervisor, Children's department, July, 1927.

Story telling, group discussion, administration of library work with children.

CHARLES H. COMPTON, A. B., B. L. S.

New York State Library School, 1908; Librarian, University of North Dakota, 1908-10; Reference Librarian, Seattle Public Library, 1910-21; Assistant Librarian, St. Louis Public Library, 1921.

Administration.

LEONARD BALZ.

Assistant, Circulation Department, St. Louis Public Library, 1904-07; Chief of Registration Department, 1908-17; Chief of Stations Department, 1918-29; Chief of Order and Catalog Department, 1929.

Circulation work.

MARION E. BUNCH, A. M.

Assistant professor psychology, Washington University, 1926.
Child psychology and the principles of education.

MARY CROCKER.

Pratt Institute Library School, 1908; First assistant, Circulation Department, St. Louis Public Library, 1908-11; Chief, Open Shelf Department, 1911.

Book selection—modern fiction.

GLADYS N. DOTY.

St. Louis Public Library Training Class, 1913; Cleveland, Public Library Training Class for Children's Librarians, 1917; Assistant, Children's Department, St. Louis Public Library, 1913-15, Acting children's librarian, 1915-16, Children's librarians, Stations Department, 1917-18, Children's librarian, Barr Branch, 1918.

Literature for children.

JOSEPHINE B. FARRINGTON.

St. Louis Library School, general course in Library science, 1925, course in Library work with children, 1926; Assistant, Central children's room, St. Louis Public Library, 1925-26; Assistant, Supervisor of children's work, 1926.

Library work with children.

LECTURERS

From the Staff

Mrs. Synnøve Larsen Baasch, assistant, Reference Department.
Sarah Bailey, librarian, Crunden Branch.
Dorothy Breen, chief, Art Department.
Lucius H. Cannon, librarian, Municipal Reference Library.
Phyllis A. Casey, librarian, Gravois Branch.
Bertha Doane, librarian, Cabanne Branch.
Marjorie Doud, chief, Readers' Advisory Service.
Katharine T. Moody, chief, Reference Department.
Mary V. Roemer, chief, Applied Science Department.
Lula M. Wescoat, auditor of the Board.
Norma Weis, children's librarian, Crunden Branch.

From St. Louis

Mrs. Mabel K. Alt, director of the Civic Union.
Stella Drumm, librarian of the Missouri Historical Society.
W. L. R. Gifford, librarian, Mercantile Library.
Mary Huse, former children's librarian, Soulard Branch.
Mrs. H. C. January, formerly secretary, Consumers' League of Missouri.
Laura Kinkead, director of the Girls' Protective Association.
Robertus Love, editor, Book Page, St. Louis Globe-Democrat.
Mrs. Guy Oliver, commissioner, Girl Scouts Council.
Mary Powell, educational director, City Art Museum.
George W. Stephens, professor of economics, Washington University.
George R. Throop, chancellor, Washington University.
Wilbur T. Trueblood, president, St. Louis chapter, American Institute of Architects.
Roland G. Usher, professor of history, Washington University.

From Other Cities

Louis J. Bailey, librarian, Indiana State Library.
Ethel F. McCollough, librarian, Public Library, Evansville, Indiana.
Frederick G. Melcher, editor, Publishers' Weekly.
Jane Morey, secretary, Missouri Library Commission, Jefferson City, Missouri.
Effie L. Power, director of work with children, Cleveland Public Library.
Jessie Gay Van Cleve, specialist in children's literature, A. L. A., Chicago.
Lectures by persons outside the faculty are included as integral parts of courses in the curriculum.

GENERAL INFORMATION

The St. Louis Library School offers a one-year course in general library science and a one-year course in library work with children.

The curriculum of each course consists of thirty-two semester hours' work, twenty-two of which are common to both courses. The other ten semester hours are given to subjects appropriate to the general and special fields respectively.

The School conducts neither summer nor correspondence courses. Students are admitted at the beginning of the first semester only.

TUITION AND EXPENSES. Tuition for either the general course or that for library work with children, is as follows: Residents of St. Louis are charged no tuition. The fee for residents of Missouri outside the city limits is \$75 for the year. Students from other states are charged \$100 per year. These fees are payable, one half on October 1st, and the remainder on February 1st.

\$25 to \$30 should be allowed by all out-of-town students for textbooks, subscriptions and supplies. Textbooks and supplies are furnished for the use of St. Louis students, and subscriptions amount to about \$5.

The time of the student taking either of the courses is too completely occupied with the school work to make the earning of any appreciable amount toward expenses feasible.

Information concerning rooms and board may be had upon application to the Principal.

CERTIFICATES. The satisfactory completion of each course is recognized by a certificate.

If it seems evident at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the School that its decision in this matter is final.

Dr. Harriet S. Cory, the medical officer of the St. Louis Public Library, gives a physical examination to all students at the beginning of the school year.

Appointments are not guaranteed, but the School recommends its graduates, and there are always openings for trained librarians.

REQUIREMENTS FOR ADMISSION

APPLICATIONS—Applicants for admission should address the Principal of the St. Louis Library School, St. Louis Public Library, Olive, 13th and 14th Streets, St. Louis, asking for an application blank, which should be filled out and returned promptly.

ENTRANCE REQUIREMENTS FOR BOTH COURSES—Candidates holding a bachelor's degree from an accredited college are admitted on the presentation of acceptable records, and the satisfactory completion of the preliminary practical work. Other candidates must have completed at least such work as would be accepted for admission to the sophomore class of an approved college or university, pass an entrance examination and complete the preliminary practical work. Applicants should not be less than twenty years of age, and persons over thirty-five are advised not to apply. A knowledge of typewriting is considered practically indispensable.

Entrance examinations, required of all who do not hold a bachelor's degree, are conducted in June on the following subjects: History, literature, current events, and one modern foreign language. Examinations should preferably be taken in the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the librarian will consent to conduct it. Such examinations must take place on the same date as those at the School.

A good preparation for the examinations would be a thorough review of general history and literature, with special reference to English and American history and literature, also of important recent events, and of the applicant's studies in a modern foreign language.

In addition to educational qualifications, personality and natural aptitude for the work are taken into consideration.

Those who fulfill all other requirements are not admitted finally to the School until they have satisfactorily completed at least two weeks of preliminary practical work in the St. Louis Public Library or in some other library acceptable to the School. Two months of preliminary work is considered desirable. The Principal may at times excuse from this preliminary practical work applicants who have had sufficient library experience.

CURRICULUM

The curriculum for both courses combines theoretical and practical training for a scholastic year of 36 weeks. This does not include the preliminary practical work.

It comprises instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general two hours study on the part of the student in connection with each lecture.

Lectures are held from nine to twelve or one o'clock Monday to Friday of each week. Assignments for study and for practical work fill most of the afternoon hours, and in some cases Saturday mornings.

The curriculum for training in library work with children consists of 22 hours of the general curriculum and 10 hours of special work, which include book selection for children, history of children's literature, story-telling, administration of library work with children, library work with schools and child psychology.

Special emphasis is laid on practical work in the various departments of the Library and its branches, to relate theory to actual conditions. Each student is assigned to work on the regular schedule for three hours each week. This is supplemented by a full time assignment of four weeks in the Spring. The appointments during the year rotate, so that the practical work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work. Students taking the training in library work with children are assigned only to children's departments. This assignment includes the observation and conducting of story hours.

GENERAL LIBRARY SCIENCE

CURRICULUM

FIRST SEMESTER

	HOURS OF CREDIT
Administration of libraries.....	1
Book production and bibliography.....	2
Book selection.....	2
Cataloging, classification and subject headings.....	4
Development of public library in U. S.....	1
History of libraries.....	1
Library work with children.....	1
Practical work.....	2
Reference	2
	16

SECOND SEMESTER

Administration of libraries.....	1
Book selection and annotation.....	3
Cataloging	2
Library technique.....	2
Library work as a profession.....	1
Library work with children.....	1
Practical work.....	1
Reference and documents.....	3
Subject bibliography.....	2
	16

LIBRARY WORK WITH CHILDREN

CURRICULUM

FIRST SEMESTER	HOURS OF CREDIT
Administration of libraries.....	1
Administration of library work with children.....	1
Book production	1
Cataloging and classification.....	4
Child psychology.....	1
Development of public library in U. S.....	1
Literature for children.....	2
Practical work.....	2
Story telling.....	1
Reference	2
	16

SECOND SEMESTER	
Administration of libraries.....	1
Administration of library work with children.....	1
Book annotation.....	1
Cataloging	2
Group discussion.....	1
Library technique.....	2
Literature for children.....	2
Practical work.....	1
Reference	2
Story telling.....	1
Subject bibliography.....	2
	16

GENERAL LIBRARY SCIENCE AND LIBRARY WORK WITH CHILDREN

DETAILS OF COURSES REQUIRED OF BOTH GROUPS.

Administration of Libraries.

Library law and organization of both the small library and the system with branches, outlining the duties of the librarian, with his relation to the public authorities, the trustees and the staff; personnel problems; interrelation between the library and the public; current methods of publicity. (1st Sem. 1 hr.)

MR. COMPTON

A study of the purpose, planning and equipment of library buildings with special reference to the medium-sized library and branches.

Special subjects also are considered, such as: Library commission work, Adult education, Extension work, County library work, School libraries, and Branch libraries in school buildings. (2d Sem. 1 hr.)

MRS. SAWYER.

Book Annotation.

Lectures and exercises on the general principles of literature and of book annotation; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course. (2d Sem. 1 hr.)

DR. BOSTWICK

Cataloging.

Purpose of the course is to teach students how to make and use card catalogs. Each student makes a model dictionary catalog during supervised practice. Emphasis is on the problems of the average public library; both unit and modified card forms are considered. "A. L. A. catalog rules," and "Cataloging and classification of books," by Margaret Mann are used. (2 hrs. throughout the year.)

MRS. GILBERT

Circulation Work.

The lending desk; assistant and public; general and special lending services; mechanics of intelligent lending service; routines and their administration; community study and publicity; branch libraries, stations, traveling libraries, and other means of extension; lending service in other than public libraries. Textbook: "Circulation work in public libraries," by Jennie M. Flexner. Lectures, study of text and collateral reading, observation, and class discussion. (1 hr. 2d Sem. of *Library Technique*.)

MR. BALZ

Classification.

Principles of classification and of subject work, with supervised practice in classifying by the Dewey Decimal Classification and in assigning subject headings. Brief history of classification, comparison of leading systems, and study of book numbers are included. (1st Sem. 2 hrs.)

MRS. DRURY

Development of the Public Library in the U. S.

The subject is treated in connection with the individual librarians who have borne a large part in originating and carrying forward this development, with special emphasis on the successive presidents of the A. L. A. (1st Sem. 1 hr.)

DR. BOSTWICK

Library Technique.

Lectures and problems in the acquisition of reading matter by purchase, gift, importation, etc., its record in the library by accessioning, inventory, and shelf listing; mechanical preparation for the shelves and some attention to dealers in library supplies. (2d Sem. 1 hr.)

MRS. GILBERT

Reference.

Lectures and problems using the "New guide to reference books" by Isadore G. Mudge, and discussion based on "Reference work" by James I. Wyer. (2 hrs. throughout the year.)

MRS. DRURY

Subject Bibliography.

Bibliographies examined which are useful in the medium-sized library; directions given for the compilation of bibliographies; additional lectures by specialists on the bibliography of their particular fields. Practice work includes the compilation of an annotated reading list to appear in the Library School number of the Monthly Bulletin. (2d Sem. 2 hrs.)

MRS. SAWYER

Trade Bibliography and Publishers.

Important American, English and continental trade publications; publishing houses connected with the growth of the book trade in America; standards and specialties; leading publishers in all important lines, including English and French. Lectures and problems. (1 hr. 1st Sem. of Book Production.)

MRS. GILBERT AND MRS. DRURY

GENERAL LIBRARY SCIENCE

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Book Selection.

Study of the principles of book selection for the library in an average community. Written and oral reports are made on the individual student's reading of outstanding books in the most important fields of knowledge. Discussion of specific problems is aided by the checking of Publishers' Weekly. (1 hr. throughout the year.)

MRS. GILBERT

History of Libraries.

Library movement in America, representative public, college and special libraries. Survey of national libraries, and other important foreign libraries, the A. L. A. and other library organizations. Lectures and reports. (1st Sem. 1 hr.)

MRS. SAWYER

Library Work as a Profession.

General survey of the library field of today with reports of its various phases and activities: library organizations, special libraries, library schools, and library publications. (2d Sem. 1 hr.)

MRS. GILBERT.

Modern Fiction.

A brief survey of the work of modern English and American novelists, the principles of governing the selection being based upon distinctive merit or usefulness in a library. Reading and reports. (1 hr. 1st Sem. of *Book Selection*.)

MISS CROCKER

Periodicals.

Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts and Education; English and widely known continental magazines. Reports and discussion. (1 hr. 2nd Sem. of *Book Selection*.)

MRS. DRURY

Government Documents.

Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use. Lectures and problems. (1 hr. 2nd Sem. of *Reference*.)

MRS. DRURY

History of Printing and Bookbinding.

History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; preparation of copy and proof reading.

Process of binding, rebinding and mending with emphasis on library needs; a resumé of the development of the art: Lectures, visits to printing establishment and binderies. (1 hr. 1st Sem. of *Book Production*.)

MRS. SAWYER

Library Work with Children.

Book selection for children; story telling, administration, equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies. Lectures and reading. (1 hr. throughout the year.)

MISS FARRINGTON

LIBRARY WORK WITH CHILDREN

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Administration of Library Work with Children.

The organization and administration of departmental work with children; a consideration of the work of a children's librarian. Lectures, discussion and problems. (1 hr. throughout the year.)

MISS OVERMAN

Library Work with Schools.

Public library work with schools, including aims and methods; public library branches in school buildings; a brief consideration of school libraries. Lectures and discussion. (1 hr. 2nd Sem. of *Administration of Library Work with Children.*)

MISS OVERMAN

Child Psychology and the Principles of Education.

An introduction to the principles of child psychology and the application of the principles to those problems of education which are of most significance for children's librarians. Lectures. (1 hr. 1st Sem.)

PROFESSOR BUNCH

Group Discussion.

Opportunity is given for discussion of special problems assigned, and of articles on children's work or children's reading in library and educational periodicals. A study of social conditions and racial backgrounds is included. (1 hr. 2d Sem.)

MISS OVERMAN

Book Selection for Children.

Principles of selection of books of various types as determined by subject, form, interest, and values for children of different age groups and with different reading background; a consideration of books for pleasure reading and for information. Lectures, problems, discussion and required reading. (1 hr. 1st Sem. 2 hrs. 2d Sem. of *Literature for Children.*)

MISS DOTY

History of Children's Literature.

The development of a literature for children in England and in America. Lectures and required reading. (1 hr. 1st Sem. of *Literature for Children.*)

MISS DOTY

Story Telling.

Choice of stories; methods of learning and of presentation; practice in telling stories in class and before groups of children. Lectures, discussion and practice. (1 hr. throughout the year.)

MISS OVERMAN

QUARTERS

The rooms occupied by the school in the Central Library Building include a pleasant school room with an adjoining cloak room and an office for the Principal; an assembly room for lecturers, seating 200 persons, used especially with the lantern, and an office for Instructors. All these are on the upper floor of the building. Space in various other parts of the Library is available for students assigned to special work.

PRACTICAL WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory.

The specialty of the St. Louis Library School is public library work. Its students study and work in a public library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training, because its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for specialization. Four branches in public school buildings and one in a community center give opportunity to study this interesting development.

Assignments for work outside the class room are made throughout the year, and in addition to routine types of work include "purposeful observation" of exhibits, also attendance on story hours, club meetings and classes of instruction on the use of the library.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general libraries of Washington University and St. Louis University, the latter containing interesting materials on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church, the separate Medical School libraries of both universities, that of Concordia Seminary, a Lutheran institution; the St. Louis Medical Library, the St. Louis Law Library, the Library of the

Missouri Historical Society, the chief repository for local history, and the Library of the School of Botany of the Missouri Botanical Garden, one of the noteworthy botanical collections of the world. The libraries of the Academy of Science and the Engineers' Club are both on deposit in the Public Library Building. In Harris Teachers' College is a valuable special library on education, including 30,000 volumes.

The existence of these libraries, and other smaller ones in the city gives the school an opportunity to expand its practical work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States. St. Louis is a healthy city, ranking well in this respect among large American cities.

A symphony orchestra of the first order gives two weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental; also a popular concert on Sunday afternoon and several special concerts for students. There are several choral organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound. The Civic Music League offers a series of subscription concerts at reasonable rates. There are organ recitals at the Washington University chapel, Christ Church cathedral and elsewhere.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre and several good amateur organizations. Several motion-picture theatres are unusually large and have worthwhile orchestras.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of opera and masques, including twelve weeks' summer season of light opera. The festival of the Veiled Prophet, in October, with its street pageant and spectacular ball, is widely known.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archaeological Society, the Pedagogical Society, the Sheldon Memorial and the Principia School. The Educational Department of the Art Museum gives talks on art and artists, and story-hours. Numerous interesting meetings are held in the various library assembly rooms. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season. See "Educational Facilities in St. Louis Outside of the Schools." (St. Louis Public Library, 1925.)

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called "Shaw's Garden" after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year. There are also many exhibitions at the Artists Guild, at clubs, at the show-rooms of art-dealers and in the Library itself.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World's Fair of 1904. It houses the collections of the Missouri Historical Society and the trophies and presents deposited by Col. Charles A. Lindbergh.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future. The outdoor bear-pits, the primate house and the new reptile house are especially interesting.

There are other large parks in the city. All are widely used for public recreation—baseball, golf, tennis, swimming and skating in their proper seasons.

The country around St. Louis is rolling and of great beauty, bordering on two great rivers—the Mississippi and the Missouri, and a smaller one, the Meramec. In many places the banks are high limestone cliffs of fantastic and picturesque formation. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating. Bus lines are being rapidly extended over the new system of concrete highways, both in Missouri and across the Mississippi, in Illinois. River excursions are available in the summer time.

ENTRANCE EXAMINATIONS

History and Current Events

This part of the test will consist of a large number of short-answer questions on the subjects covered, plus one or two topics on which the applicant will be asked to write at some length, such as "Disarmament" or "Irish independence."

Literature and General Information

Short-answer questions will be given and one or two essay-type topics, such as "Discuss the development of Drama" or "Review the story of a novel you have read recently."

Modern Foreign Language

The candidate will be tested in the vocabulary of one modern foreign language and in ability to translate it into English at sight.

CALENDAR 1929-1931

1929-1930

2nd SEMESTER

Feb. 17, 1930	Instruction begins
May 26-29	Second Semester examinations
June 5	Closing exercises
June 7	Entrance Examinations

1930-1931

1st SEMESTER

Sept. 18, 1930	Instruction begins
Dec. 24	Christmas recess begins
Jan. 5, 1931	Instruction resumed
Jan. 12-16	First Semester examinations
Jan. 19	Practical work begins

2nd SEMESTER

Feb. 16, 1931	Instruction begins
May 25-29	Second Semester examinations
June 4	Closing exercises
June 6	Entrance examinations

HISTORICAL SKETCH

A class of apprentices was formed in the St. Louis Public Library in 1905, under the charge of the Chief of the Stations Department. In 1910 the course was enlarged from one month to an academic year and placed in charge of a permanent Principal. In 1917 the class was expanded into a Library School of standard grade. In 1921 it became a member of the Association of American Library Schools. In 1926 it was accredited by the Board of Education for Librarianship of the American Library Association. In 1925 a special course in work with children was added.

It has graduated twelve classes, totaling 257 persons. Students have come from 18 states and four foreign countries to attend the school, and the graduates have held positions in 23 states and one territory, as librarians of public, college, normal school, high school and special libraries, branch librarians, children's librarians, commission workers, county library workers, catalogers, and assistants in reference, circulation, order and other departments of college and public libraries.



DELIVERY HALL, CENTRAL LIBRARY





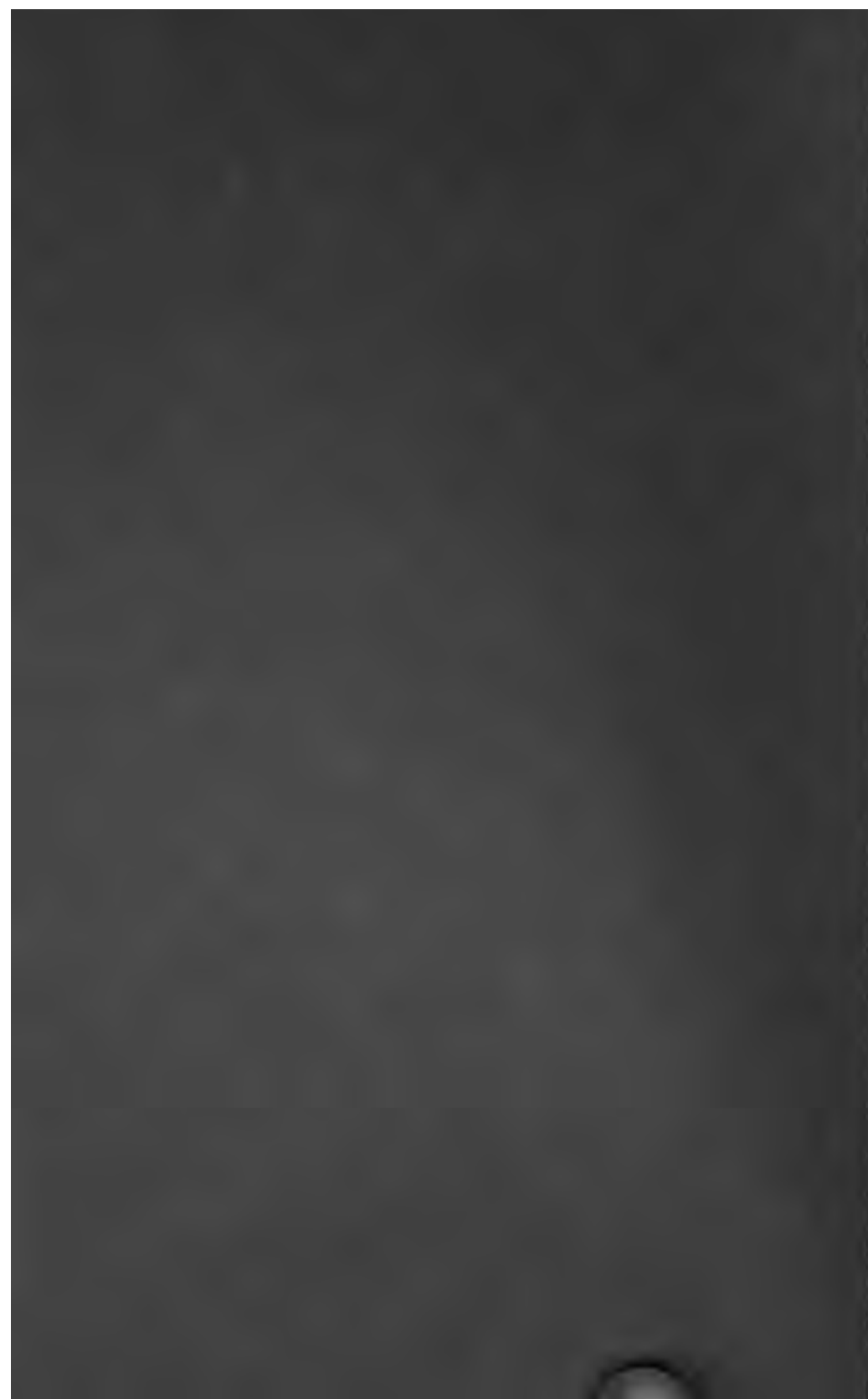
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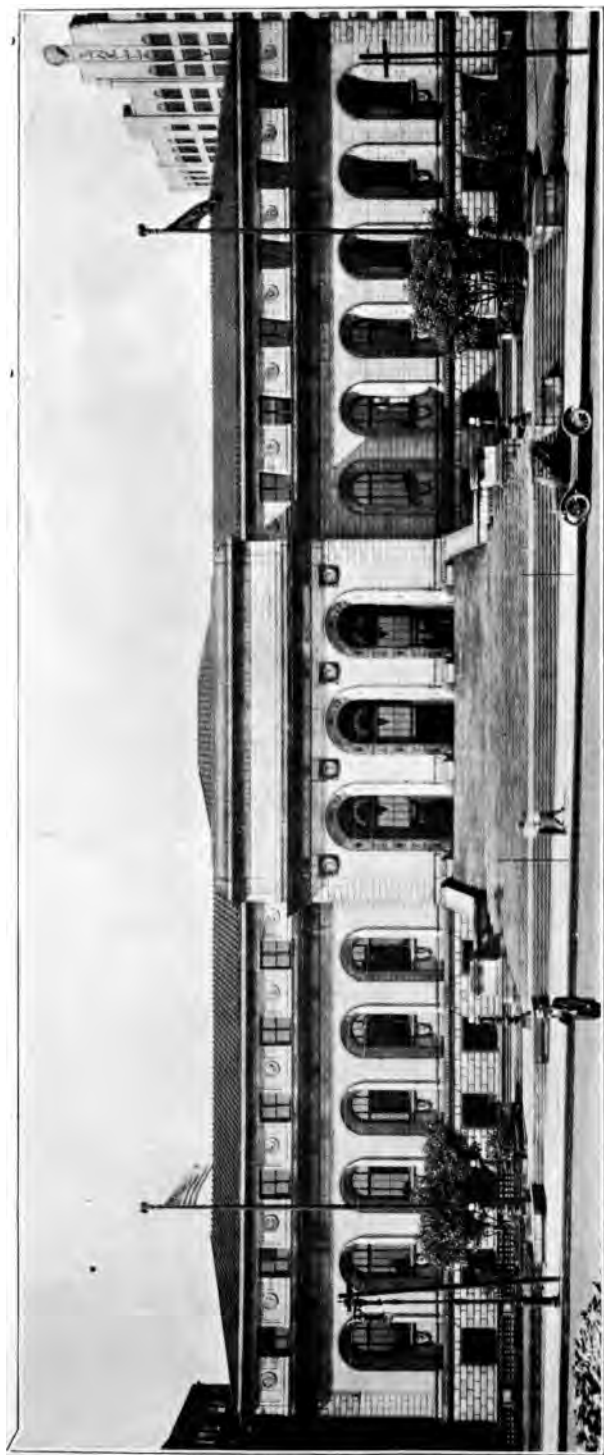
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*Edith
St. Louis Public Library
6-29-31*

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Director.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Book annotation and development of public libraries in the United States.

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Subject bibliography, history of printing, bookbinding, administration, and history of libraries.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School, 1909-10; Institute for Library school instructors, University of Chicago, Summer, 1927; Assistant, University of Vermont Library, 1905-06; Assistant, Smith College Library, 1906-09; Assistant U. S. Bureau of Education Library, Sept.-Dec. 1910; Assistant, U. S. Department of Agriculture Library, 1911-14; Chief Instructor, St. Louis Library School, 1917-.

Reference, classification, and periodicals.

MRS. MARY JEWETT GILBERT, A. B., *Instructor.*

St. Louis Library School, 1923; Assistant, St. Louis Public Library, June-September 1920, June 1921-September 1924; June-September 1926; Acting first assistant, Cabanne Branch, February-September 1928; First assistant, October 1928-August 1929; Reviser, St. Louis Library School, October 1924-June 1925; Instructor, June 1925-June 1926, September 1929-.

Book selection, cataloging, library profession, library technique and trade bibliography and publishers.

MARGARET WEGMANN, B. L., *Reviser.*

St. Louis Library School, 1929; Reviser, St. Louis Library School, 1929-.

RUTH A. OVERMAN, *In charge of Course in Library Work with Children.*

Assistant, St. Louis Public Library, 1910-16, Children's librarian, 1916-21, First assistant, Children's Department, 1921-24, Chief assistant, 1924-27, Librarian, Carpenter Branch, Jan.-June, 1927, Supervisor Children's department, July, 1927.

Story telling, group discussion, administration of library work with children.

CHARLES H. COMPTON, A. B., B. L. S.

New York State Library School, 1908; Librarian, University of North Dakota, 1908-10; Reference Librarian, Seattle Public Library, 1910-21; Assistant Librarian, St. Louis Public Library, 1921.

Administration.

LEONARD BALZ.

Assistant, Circulation Department, St. Louis Public Library, 1904-07; Chief of Registration Department, 1908-17; Chief of Stations Department, 1918-29; Chief of Order and Catalog Department, 1929.

Circulation work.

MARION E. BUNCH, A. M.

Assistant professor psychology, Washington University, 1926.
Child psychology and the principles of education.

MARY CROCKER.

Pratt Institute Library School, 1908; First assistant, Circulation Department, St. Louis Public Library, 1908-11; Chief, Open Shelf Department, 1911.

Book selection—modern fiction.

GLADYS N. DOTY.

St. Louis Public Library Training Class, 1913; Cleveland Public Library Training Class for Children's Librarians, 1917; Assistant, Children's Department, St. Louis Public Library, 1913-15; Acting children's library, 1915-16; Children's librarian, Stations Department, 1917-18; Children's librarian, Barr Branch, 1918-September, 1930; Librarian Benton Branch, October, 1930.

Literature for children.

JOSEPHINE B. FARRINGTON.

St. Louis Library School, general course in Library science, 1925, course in Library work with children, 1926; Assistant, Central children's room, St. Louis Public Library, 1925-26; Assistant, Supervisor of children's work, 1926.

Library work with children.

LECTURES

From the Staff

Mrs. Synnøve Larsen Baasch, assistant, Reference Department.
Sarah Bailey, librarian, Crunden Branch.
Dorothy Breen, chief, Art Department.
Lucius H. Cannon, librarian, Municipal Reference Library.
Phyllis A. Casey, librarian, Gravois Branch.
Bertha Doane, librarian, Cabanne Branch.
Marjorie Doud, chief, Readers' Advisory Service.
Katharine T. Moody, chief, Reference Department.
Mary V. Roemer, chief, Applied Science Department.
Lula M. Wescoat, auditor of the Board.
Norma Weis, children's librarian, Crunden Branch.

From St. Louis

Stella Drumm, librarian of the Missouri Historical Society.
W. L. R. Gifford, librarian, Mercantile Library.
Mary Huse, former children's librarian, Soulard Branch.
Mary Powell, educational director, City Art Museum.
Louis W. Rader, assistant supervisor of schools, supervisor of English.
George W. Stephens, professor of economics, Washington University.
Wilbur T. Trueblood, former president, St. Louis chapter, American Institute of Architects.
Roland G. Usher, professor of history, Washington University.

From Other Cities

Louis J. Bailey, librarian, Indiana State Library.
Tommie Dora Barker, A. L. A. regional field agent for the South.
Lucile F. Fargo, associate director, School of Library Science, George Peabody College for Teachers, Nashville, Tenn.
Alice I. Hazeltine, assistant professor of library work with children, School of Library Service, Columbia University.
Helen Martin, assistant professor and chief instructor children's work, School of Library Science, Western Reserve Univ., Cleveland, Ohio.
Jane Morey, secretary, Missouri Library Commission, Jefferson City, Missouri.
Lutie E. Stearns, lecturer.
Jessie Gay Van Cleve, specialist in children's literature, A. L. A. Chicago.
Lectures by persons outside the faculty are included as integral parts of courses in the curriculum.

GENERAL INFORMATION

The St. Louis Library School offers a one-year course in general library science and a one-year course in library work with children.

The curriculum of each course consists of thirty-two semester hours' work, twenty-two of which are common to both courses. The other ten semester hours are given to subjects appropriate to the general and special fields respectively.

The School conducts neither summer nor correspondence courses. Students are admitted at the beginning of the first semester only.

TUITION AND EXPENSES. Tuition for either the general course or that for library work with children, is as follows: Residents of St. Louis are charged no tuition. The fee for residents of Missouri outside the city limits is \$100 for the year. Students from other states are charged \$150 per year. These fees are payable, one half on October 1st, and the remainder on February 1st.

\$25 to \$30 should be allowed by all out-of-town students for textbooks, subscriptions and supplies. Textbooks and supplies are furnished for the use of St. Louis students, and subscriptions amount to about \$5.

The time of the student taking either of the courses is too completely occupied with the school work to make the earning of any appreciable amount toward expenses feasible.

Information concerning rooms and board may be had upon application to the Principal.

CERTIFICATES. The satisfactory completion of each course is recognized by a certificate.

If it seems evident at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the School that its decision in this matter is final.

Appointments are not guaranteed, but the School recommends its graduates, and assists them in securing satisfactory positions.

REQUIREMENTS FOR ADMISSION

APPLICATIONS—Applicants should address the Principal of the St. Louis Library School, Olive, 13th and 14th Streets, St. Louis, asking for an application blank. This should be filled out and returned promptly together with a physician's certificate on the present state of the applicant's health. A transcript of grades should be sent directly to the principal of the Library School by the college or university authorities at the applicants request.

ENTRANCE REQUIREMENTS FOR BOTH COURSES—Candidates holding a bachelor's degree from an accredited college are admitted on the presentation of acceptable records, and the satisfactory completion of the preliminary practical work. Other candidates must have completed at least such work as would be accepted for admission to the *sophomore* class of an approved college or university, pass an entrance examination and satisfactorily complete the preliminary practical work. Beginning with the class entering Sept., 1932 applicants must have completed such work as would be acceptable for admission to the *junior* class of an approved college or university, pass an entrance examination and satisfactorily complete the preliminary practical work. Applicants should not be less than twenty years of age, and persons over thirty-five are advised not to apply. A knowledge of typewriting is considered practically indispensable.

Entrance examinations, required of all who do not hold a bachelor's degree, are conducted in June on the following subjects: History, literature, current events, and one modern foreign language. Examinations should preferably be taken in the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the librarian will consent to conduct it. Such examinations must take place on the same date as those at the School. (See page 19)

In addition to educational qualifications, personality and natural aptitude for work are taken into consideration.

Those who fulfill all other requirements are not admitted finally to the School until they have satisfactorily completed at least two weeks of preliminary practical work in the St. Louis Public Library or in some other library acceptable to the School. One month of preliminary work is recommended and more is considered desirable. The Principal may at times excuse from this preliminary practical work applicants who have had sufficient library experience.

CURRICULUM

The curriculum for both courses combines theoretical and practical training for a scholastic year of 36 weeks. This does not include the preliminary practical work.

It comprises instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general two hours study on the part of the student in connection with each lecture.

Lectures are held from nine to twelve or one o'clock Monday to Friday of each week. Assignments for study and for practical work fill most of the afternoon hours, and in some cases Saturday mornings.

The curriculum for training in library work with children consists of 22 hours of the general curriculum and 10 hours of special work, which include book selection for children, history of children's literature, story-telling, administration of library work with children, library work with schools and child psychology.

Special emphasis is laid on practical work in the various departments and branches, of the Public Library or in school libraries to relate theory to actual conditions. Each student is assigned to work on the regular schedule for three hours each week. This is supplemented by a full time assignment of four weeks in the Spring. The appointments during the year rotate, so that the practical work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work. Students taking the training in library work with children are assigned only to children's departments. This assignment includes the observation and conducting of story hours.

GENERAL LIBRARY SCIENCE

CURRICULUM

FIRST SEMESTER

	HOURS OF CREDIT
Administration of libraries.....	1
Book production and bibliography.....	2
Book selection.....	2
Cataloging, classification and subject headings.....	4
Development of public library in U. S.....	1
History of libraries.....	1
Library work with children.....	1
Practical work.....	2
Reference	2
	16

SECOND SEMESTER

Administration of libraries.....	1
Book selection and annotation.....	3
Cataloging	2
Library technique.....	2
Library work as a profession.....	1
Library work with children.....	1
Practical work.....	1
Reference and documents.....	3
Subject bibliography.....	2
	16

LIBRARY WORK WITH CHILDREN

CURRICULUM

FIRST SEMESTER

	HOURS OF CREDIT
Administration of libraries.....	1
Administration of library work with children.....	1
Book production.....	1
Cataloging and classification.....	4
Child psychology.....	1
Development of public library in U. S.....	1
Literature for children.....	2
Practical work.....	2
Story telling.....	1
Reference	2
	16

SECOND SEMESTER

Administration of libraries.....	1
Administration of library work with children.....	1
Book annotation.....	1
Cataloging	2
Group discussion.....	1
Library technique.....	2
Literature for children.....	2
Practical work.....	1
Reference	2
Story telling.....	1
Subject bibliography.....	2
	16

GENERAL LIBRARY SCIENCE AND LIBRARY WORK WITH CHILDREN

DETAILS OF COURSES REQUIRED OF BOTH GROUPS.

Administration of Libraries.

Library law and organization of both the small library and the system with branches, outlining the duties of the librarian, with his relation to the public authorities, the trustees and the staff; personnel problems; interrelation between the library and the public; current methods of publicity. (1st Sem. 1 hr.)

MR. COMPTON

A study of the purpose, planning and equipment of library buildings with special reference to the medium-sized library and branches.

Special subjects also are considered, such as: Library commission work, Adult education, Extension work, County library work, School libraries, and Branch libraries in school buildings. (2d. Sem. 1 hr.)

MRS. SAWYER

Book Annotation.

Lectures and exercises on the general principles of literature and of book annotation; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course. (2d Sem. 1 hr.)

DR. BOSTWICK

Cataloging.

Purpose of the course is to teach students how to make and use card catalogs. Each student makes a model dictionary catalog during supervised practice. Emphasis is on the problems of the average public library; both unit and modified card forms are considered. "A. L. A. catalog rules," and "Cataloging and classification of books," by Margaret Mann are used. (2 hrs. throughout the year.)

MRS. GILBERT

Circulation Work.

The lending desk; assistant and public; general and special lending services; mechanics of intelligent lending service; routines and their administration; community study and publicity; branch libraries, stations, traveling libraries, and other means of extension; lending service on other than public libraries. Textbook: "Circulation work in public libraries," by Jennie M. Flexner. Lectures, study of text and collateral reading, observation, and class discussion. (1 hr. 2d Sem. of *Library Technique*.)

MR. BALZ

Classification.

Principles of classification and of subject work, with supervised practice in classifying by the Dewey Decimal Classification and in assigning subject headings. Brief history of classification, comparison of leading systems, and study of book numbers are included. (1st Sem. 2 hrs.)

MRS. DRURY

Development of the Public Library in the U. S.

The subject is treated in connection with the individual librarians who have borne a large part in originating and carrying forward this development, with special emphasis on the successive presidents of the A. L. A. (1st Sem. 1 hr.)

DR. BOSTWICK

Library Technique.

Lectures and problems in the acquisition of reading matter by purchase, gift, importation, etc., its record in the library by accessioning, inventory, and shelf listing; mechanical preparation for the shelves and some attention to dealers in library supplies. (2d Sem. 1 hr.)

MRS. GILBERT

Reference.

Lectures and problems using the "New guide to reference books" by Isadore G. Mudge, and discussion based on "Reference work" by James I. Wyer. (2 hrs. throughout the year.)

MRS. DRURY

Subject Bibliography.

Bibliographies examined which are useful in the medium-sized library; directions given for the compilation of bibliographies; additional lectures by specialists on the bibliography of their particular fields. Practice work includes the compilation of an annotated reading list to appear in the Library School number of the Monthly Bulletin. (2d Sem. 2 hrs.)

MRS. SAWYER

Trade Bibliography and Publishers.

Important American, English and continental trade publications; publishing houses connected with the growth of the book trade in America; standards and specialties; leading publishers in all important lines, including English and French. Lectures and problems. (1 hr. 1st Sem. of Book Production.)

MRS. GILBERT

GENERAL LIBRARY SCIENCE

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Book Selection.

Study of the principles of book selection for the library in an average community. Written and oral reports are made on the individual student's reading of outstanding books in the most important fields of knowledge. Discussion of specific problems is aided by the checking of Publishers' Weekly. (1 hr. throughout the year.)

MRS. GILBERT

History of Libraries.

Library movement in America, representative public, college and special libraries. Survey of national libraries, and other important foreign libraries, the A. L. A. and other library organizations. Lectures and reports. (1st Sem. 1 hr.)

MRS. SAWYER

Library Work as a Profession.

General survey of the library field of today with reports of its various phases and activities: library organizations, special libraries, library schools, and library publications. (2d Sem. 1 hr.)

MRS. GILBERT

Modern Fiction.

A brief survey of the work of modern English and American novelists, the principles governing the selection being based upon distinctive merit or usefulness in a library. Reading and reports. (1 hr. 1st Sem. of *Book Selection*.)

MISS CROCKER

Periodicals.

Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts and Education; English and widely known continental magazines. Reports and discussion. (1 hr. 2nd Sem. of *Book Selection*.)

MRS. DRURY

Government Documents.

Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use. Lectures and problems. (1 hr. 2nd Sem. of *Reference*.)

MRS. DRURY

History of Printing and Bookbinding.

History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; preparation of copy and proof reading.

Process of binding, rebinding and mending with emphasis on library needs; a résumé of the development of the art: Lectures, visits to printing establishment and binderies. (1 hr. 1st Sem. of *Book Production*.)

MRS. SAWYER

Library Work with Children.

Book selection for children; story telling, administration, equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies. Lectures and reading. (1 hr. throughout the year.)

MISS FARRINGTON

LIBRARY WORK WITH CHILDREN

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Administration of Library Work with Children.

The organization and administration of departmental work with children; a consideration of the work of a children's librarian. Lectures, discussion and problems. (1 hr. throughout the year.)

MISS OVERMAN

Library Work with Schools.

Public library work with schools, including aims and methods; public library branches in school buildings; a brief consideration of school libraries. Lectures and discussion. (1 hr. 2nd Sem. of *Administration of Library Work with Children.*)

MISS OVERMAN

Child Psychology and the Principles of Education.

An introduction to the principles of child psychology and the application of the principles to those problems of education which are of most significance for children's librarians. Lectures. (1 hr. 1st Sem.)

PROFESSOR BUNCH

Group Discussion.

Opportunity is given for discussion of special problems assigned, and of articles on children's work or children's reading in library and educational periodicals. A study of social conditions and racial backgrounds is included. (1 hr. 2d Sem.)

MISS OVERMAN

Book Selection for Children.

Principles of selection of books of various types as determined by subject, form, interest, and values for children of different age groups and with different reading background; a consideration of books for pleasure reading and for information. Lectures, problems, discussion and required reading. (1 hr. 1st Sem. 2 hrs. 2d Sem. of *Literature for Children.*)

MISS DOTY

History of Children's Literature.

The development of a literature for children in England and in America. Lectures and required reading. (1 hr. 1st Sem. of *Literature for Children.*)

MISS DOTY

Story Telling.

Choice of stories; methods of learning and of presentation; practice in telling stories in class and before groups of children. Lectures, discussion and practice. (1 hr. throughout the year.)

MISS OVERMAN

QUARTERS AND EQUIPMENT

The rooms occupied by the school in the Central Library Building are on the upper floor. They include a pleasant school room with an adjoining cloak room, an office for the Principal and one for Instructors; and an assembly room, seating 200 persons, used especially for illustrated lectures. Space in various other parts of the Library is available for students assigned to special work.

The school has a library of nearly 2000 volumes of library science, and reference works, bound files of the principal library periodicals, and many pamphlets.

A Translux machine aids in class room instruction.

PRACTICAL WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory.

The specialty of the St. Louis Library School is public library work. Its students study and work in a public library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training, because its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for specialization. Four branches in public school buildings and one in a community center give opportunity to study these interesting developments.

Assignments for work outside the class room are made throughout the year, and in addition to routine types of work include "purposeful observation" of exhibits, also attendance on story hours, club meetings and classes of instruction on the use of the library.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the general libraries of Washington University and St. Louis University, the latter containing interesting materials on the Jesuit educational

system and on the history and doctrines of the Roman Catholic Church, the separate Medical School libraries of both universities, that of Concordia Seminary, a Lutheran institution; the St. Louis Medical Library, the St. Louis Law Library, the Library of the Missouri Historical Society, the chief repository for local history, and the Library of the School of Botany of the Missouri Botanical Garden, one of the noteworthy botanical collections of the world. The libraries of the Academy of Science and the Engineers' Club are both on deposit in the Public Library Building. In Harris Teachers' College is a valuable special library on education, comprising 30,000 volumes.

The existence of these libraries, and other smaller ones in the city gives the school an opportunity to expand its practical work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States. St. Louis is a healthy city, ranking well in this respect among large American cities.

A symphony orchestra of the first order gives two weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental; also a popular concert on Sunday afternoon and several special concerts for students. There are several choral organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound. The Civic Music League offers a series of subscription concerts at reasonable rates. There are organ recitals at the Washington University chapel. Christ Church cathedral and elsewhere.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre and several good amateur organizations.

Several motion-picture theatres are unusually large and have worthwhile orchestras.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of opera and masques, including twelve weeks' summer season of light opera. The festival of the Veiled Prophet, in October, with its street pageant and spectacular ball, is widely known.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archaeological Society, the Pedagogical Society, the Sheldon Memorial and the Principia School. The Educational Department of the Art Museum gives talks on art and artists, and story-hours. Numerous interesting meetings are held in the various library assembly rooms. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season. See "Educational Facilities in St. Louis Outside of the Schools." (St. Louis Public Library, 1925.)

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called "Shaw's Garden" after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year. There are also many exhibitions at the Artists Guild, at clubs, at the show-rooms of art-dealers and in the Library itself.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World's Fair of 1904. It houses the collections of the Missouri Historical Society and the trophies and presents deposited by Colonel Charles A. Lindbergh.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future. The outdoor bear-pits, the primate house and the new reptile and bird houses are especially interesting.

There are other large parks in the city. All are widely used for public recreation—baseball, golf, tennis, swimming and skating in their proper seasons.

The country around St. Louis is rolling and of great beauty, bordering on two great rivers—the Mississippi and the Missouri, and a smaller one, the Meramec. In many places the banks are high limestone cliffs of fantastic and picturesque formation. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating. Bus lines are being rapidly extended over the new system of concrete highways, both in Missouri and across the Mississippi, in Illinois. River excursions are available in the summer time.

ENTRANCE EXAMINATIONS

History and Current Events

This part of the test will consist of a large number of short-answer questions on the subjects covered, plus one or two topics on which the applicant will be asked to write at some length, such as "Disarmament" or "Irish independence."

Literature and General Information

Short-answer questions will be given and one or two essay-type topics, such as "Discuss the development of Drama" or "Review the story of a novel you have read recently."

Modern Foreign Language

The candidate will be tested in the vocabulary of one modern foreign language and in ability to translate it into English at sight.

CALENDAR 1930-1932

1930-1931

2nd SEMESTER

Feb. 16, 1931	Instruction begins
May 25-29	Second Semester examinations
June 4	Closing exercises
June 6	Entrance Examinations

1931-1932

1st SEMESTER

Sept. 24, 1931	Instruction begins
Dec. 24	Christmas recess begins
Jan. 4, 1932	Instruction resumed
Jan. 18-22	First Semester examinations
Jan. 25	Practical work begins

2nd SEMESTER

Feb. 23, 1932	Instruction begins
May 31-June 3	Second Semester examinations
June 9	Closing exercises
June 11	Entrance examinations

HISTORICAL SKETCH

A class of apprentices was formed in the St. Louis Public Library in 1905, under the charge of the Chief of the Stations Department. In 1910 the course was enlarged from one month to an academic year and placed in charge of a permanent Principal. In 1917 the class was expanded into a Library School of standard grade. In 1921 it became a member of the Association of American Library Schools. In 1926 it was accredited by the Board of Education for Librarianship of the American Library Association. In 1925 a special course in work with children was added.

It has graduated thirteen classes, totaling 291 persons. Students have come from 18 states and four foreign countries to attend the school, and the graduates have held positions in 23 states and one territory, as librarians of public, college, normal school, high school and special libraries, branch librarians, children's librarians, commission workers, county library workers, catalogers, and assistants in reference, circulation, order and other departments of college and public libraries.



BENTON BRANCH, INTERIOR

This is a public library branch in a school building, according to the plans of the School and Library Boards working jointly.



CHILDREN'S ROOM, CARPENTER BRANCH



STORY HOUR DAY AT CARPENTER BRANCH





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S22

St. Louis Library School



CIRCULAR OF INFORMATION

1932-1933

and

Register of classes, 1931 and 1932

ST. LOUIS

APRIL 1932



St. Louis Public Library Library school

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St. Louis Library School

Maintained by the St. Louis Public Library and accredited
by the A. L. A. Board of Education for Librarianship

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CIRCULAR OF INFORMATION

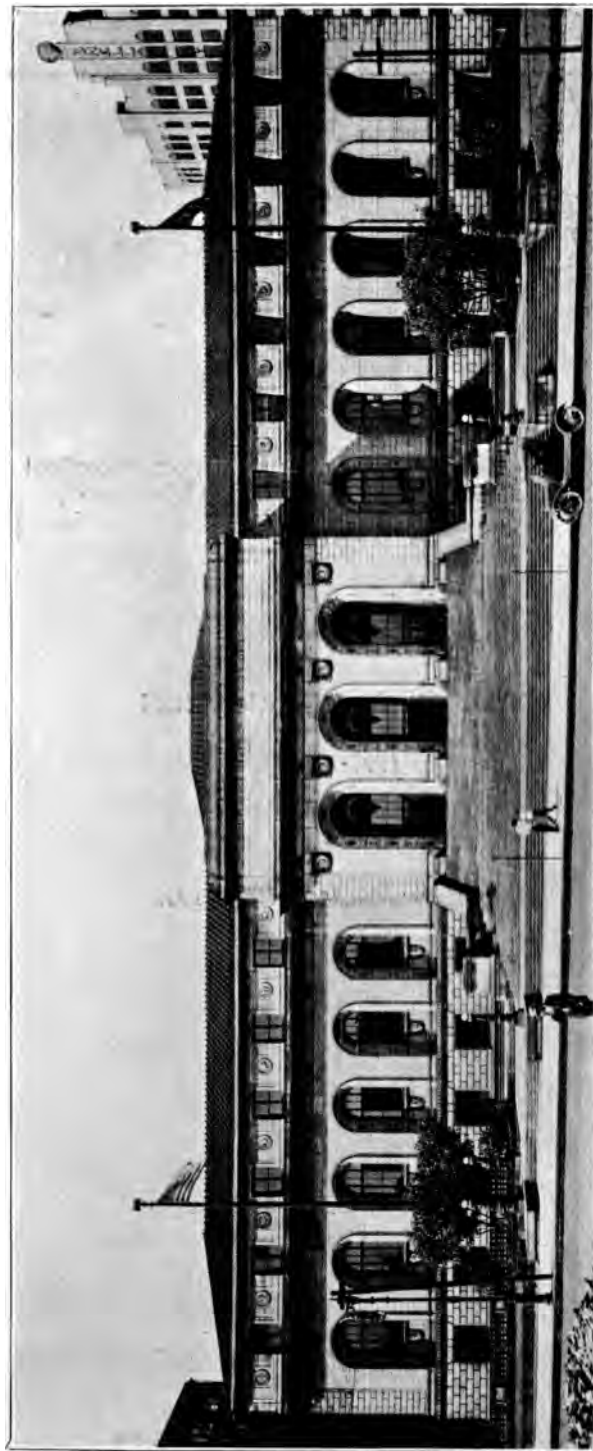
1932-1933

and

Register of classes, 1931 and 1932

ST. LOUIS

APRIL 1932



ST. LOUIS PUBLIC LIBRARY—OLIVE STREET FRONT

The four windows to the left of the pediment are those of the Library School quarters.

Exch.
St. Louis Public Library
5-12-1932

ST. LOUIS LIBRARY SCHOOL

FACULTY

ARTHUR E. BOSTWICK, Ph. D., *Director.*

Librarian, New York Free Circulating Library, 1895-99; Librarian, Brooklyn Public Library, 1899-1901; Chief, Circulating Department, New York Public Library, 1901-09; Librarian, St. Louis Public Library, 1909-.

Development of public libraries in the United States,
Book annotation, and Library printing and publications.

MRS. HARRIET P. SAWYER, B. L., *Principal.*

Pratt Institute Library School, 1904; Librarian and Instructor in Library Methods, State Normal School, New Paltz, N. Y., 1904-05; Student, University of Berlin, Germany, 1905-06; Instructor in Wisconsin Library School and Library Visitor for the Wisconsin Free Library Commission, 1906-10; Principal, Missouri Library Summer School, 1911; Principal, St. Louis Public Library Training Class, 1910-17; Principal, St. Louis Library School, 1917-.

Subject bibliography, history of printing, bookbinding,
administration, history of libraries and library profession.

MRS. GERTRUDE GILBERT DRURY, A. B., *Chief Instructor.*

New York State Library School, 1909-10; Institute for Library school instructors, University of Chicago, Summer, 1927; Assistant, University of Vermont Library, 1905-06; Assistant, Smith College Library, 1906-09; Assistant U. S. Bureau of Education Library, Sept.-Dec. 1910; Assistant, U. S. Department of Agriculture Library, 1911-14; Chief Instructor, St. Louis Library School, 1917-.

Reference, classification, and periodicals.

EDITH L. MAGOON, A. B., *Instructor.*

St. Louis Library School, 1929; Assistant, Readers' Advisory Service, St. Louis Public Library, September 1929-September 1931; Instructor, St. Louis Library School, September 1931-.

Book selection, cataloging, and library technique,
trade bibliography and publishers.

MRS. DORALOUISE BRITT BROWN, A. B., *Reviser.*

St. Louis Library School, 1931; Reviser, St. Louis Library School, September 1931-.

RUTH A. OVERMAN, *In charge of Course in Library Work with Children.*

Assistant, St. Louis Public Library, 1910-16, Children's librarian, 1916-21, First assistant, Children's Department, 1921-24, Chief assistant, 1924-27, Librarian, Carpenter Branch, Jan.-June, 1927, Supervisor Children's department, July, 1927-.

Story telling, administration of library work with children.

CHARLES H. COMPTON, A. B., B. L. S.

New York State Library School, 1908; Librarian, University of North Dakota, 1908-10; Reference Librarian, Seattle Public Library, 1910-21; Assistant Librarian, St. Louis Public Library, 1921-.

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GLADYS N. DOTY.

St. Louis Public Library Training Class, 1913; Cleveland Public Library Training Class for Children's Librarians, 1917; Assistant Children's Department, St. Louis Public Library, 1913-15; Acting children's librarian, 1915-16; Children's librarian, Stations Department, 1917-1918; Children's librarian, Barr Branch, 1918-September, 1930; Librarian Benton Branch, October, 1930-.

Literature for children.

JOSEPHINE B. FARRINGTON.

St. Louis Library School, general course in Library science, 1925, course in Library work with children, 1926; Assistant, Central children's room, St. Louis Public Library, 1925-26; Assistant, Supervisor of children's work, 1926-.

Library work with children.

LECTURERS

From the Staff

Mrs. Synnøve Larsen Baasch, former assistant, Reference Department.
Dorothy Breen, chief, Art Department.
Lucius H. Cannon, librarian, Municipal Reference Library.
Phyllis A. Casey, librarian, Gravois Branch.
Bertha Doane, librarian, Cabanne Branch.
Margery Doud, chief, Readers' Advisory Service.
Edward F. Endicott, chief, Blind Department.
Katharine T. Moody, chief, Reference Department.
Mary V. Roemer, chief, Applied Science Department.
Lula M. Wescoat, auditor of the Board.
Norma Weis, children's librarian, Crunden Branch.

From St. Louis

Stella Drumm, librarian of the Missouri Historical Society.
Leah Feder, assistant professor of applied sociology,
Washington University.
W. L. R. Gifford, librarian, Mercantile Library.
Mary Huse, former children's librarian, Soulard Branch.
Ferdinand M. Isserman, Rabbi of Temple Israel.
Mary Powell, educational director, City Art Museum.
George W. Stephens, professor of economics, Washington University.
Wilbur T. Trueblood, former president, St. Louis chapter,
American Institute of Architects.
Roland G. Usher, professor of history, Washington University.

From Other Cities

Louis J. Bailey, librarian, Indiana State Library.
Mlle. Marguerite Dumont, representative of Guillaume, Paris
publisher.
Lucile F. Fargo, associate director, School of Library Science,
George Peabody College for Teachers, Nashville, Tennessee.
Alice I. Hazeltine, assistant professor of library work with children,
School of Library Service, Columbia University.
Jane Morey, secretary, Missouri Library Commission, Jefferson
City, Missouri.
Effe L. Power, assistant professor of library service for children,
School of Library Science, Western Reserve University,
Cleveland, Ohio.
Carl Sandburg, writer.
Jessie Gay Van Cleve, specialist in children's literature,
A. L. A. Chicago.
Lectures by persons outside the faculty are included as integral
parts of courses in the curriculum.

GENERAL INFORMATION

The St. Louis Library School offers a one-year course in general library science and a one-year course in library work with children.

The curriculum of each course consists of thirty-two semester hours' work, twenty-two of which are common to both courses. The other ten semester hours are given to subjects appropriate to the general and special fields respectively.

The School conducts neither summer nor correspondence courses. Students are admitted at the beginning of the first semester only.

TUITION AND EXPENSES. Tuition for either the general course or that for library work with children, is as follows: No tuition fee is charged for persons who have been residents of St. Louis for six months or more preceding their admission to school. The fee for residents of Missouri outside the city limits is \$100 for the year. Students from other states are charged \$150 per year. These fees are payable, one half on October 1st, and the remainder on February 1st.

\$25 to \$30 should be allowed by all out-of-town students for textbooks, subscriptions and supplies. Textbooks and supplies are furnished for the use of St. Louis students, and subscriptions amount to about \$5.

The time of the student taking either of the courses is too completely occupied with the school work to make the earning of any appreciable amount toward expenses feasible.

Information concerning rooms and board may be had upon application to the Principal.

CERTIFICATES. The satisfactory completion of each course is recognized by a certificate.

If it seems evident at any time during the course that a student's work is unsatisfactory, he or she is so informed and advised to discontinue the training at once. It is understood and agreed by those who enter the School that its decision in this matter is final.

Appointments are not guaranteed, but the School recommends its graduates, and assists them in securing satisfactory positions.

REQUIREMENTS FOR ADMISSION

APPLICATIONS—Applicants should address the Principal of the St. Louis Library School, Olive, 13th and 14th Streets, St. Louis, asking for an application blank. This should be filled out and returned promptly together with a physician's certificate on the present state of the applicant's health. A transcript of grades should be sent directly to the principal of the Library School by the college or university authorities at the applicants request.

ENTRANCE REQUIREMENTS FOR BOTH COURSES—Candidates holding a bachelor's degree from an accredited college are admitted on the presentation of acceptable records, and the satisfactory completion of preliminary practical work. (See below.) Other candidates must have completed at least such work as would be accepted for admission to the junior class of an approved college or university, pass an entrance examination and satisfactorily complete the preliminary practical work. Applicants should not be less than twenty years of age, and persons over thirty-five are advised not to apply. A knowledge of typewriting is considered practically indispensable.

Entrance examinations, required of all who do not hold a bachelor's degree, are conducted in June on the following subjects: History, literature, current events, and one modern foreign language. (See next page for description.) Examinations should preferably be taken in the School, in order that the Principal may see and talk with the candidates; but where this is impossible on account of distance, the examination may be taken in a library nearer home if the librarian will consent to conduct it. Such examinations must take place on the same date as those at the School.

In addition to educational qualifications, personality and natural aptitude for work are taken into consideration.

The preliminary practical work which is part of the entrance requirement consists of at least two weeks' work in the St. Louis Public Library, or in some other library acceptable to the school. One month of preliminary work is recommended and more is considered desirable. Arrangements for this are made with the Library School office.

Owing to the necessity for limiting the number of students admitted, applicants who have completed all entrance requirements are often put on a waiting list until it is determined whether there will be place for them in the school.

ENTRANCE EXAMINATIONS

History and Current Events

This part of the test will consist of a large number of short-answer questions on the subjects covered, plus one or two topics on which the applicant will be asked to write at some length, such as "Disarmament" or "Irish independence."

Literature and General Information

Short-answer questions will be given and one or two essay-type topics, such as "Discuss the development of Drama" or "Review the story of a novel you have read recently."

Modern Foreign Language

The candidate will be tested in the vocabulary of one modern foreign language and in ability to translate it into English at sight.

CURRICULUM

The curriculum for both courses combines theoretical and practical training for a scholastic year of 36 weeks. This does not include the preliminary practical work.

It comprises instruction along administrative, bibliographic and technical lines with practical problems and required reading, which necessitates in general two hours study on the part of the student in connection with each lecture.

Lectures are held from nine to twelve or one o'clock Monday to Friday of each week. Assignments for study and for practical work fill most of the afternoon hours, and in some cases Saturday mornings.

The curriculum for training in library work with children consists of 22 hours of the general curriculum and 10 hours of special work, which include book selection for children, history of children's literature, story-telling, administration of library work with children, library work with schools and child psychology.

Special emphasis is laid on practical work in the various departments and branches, of the Public Library or in school libraries to relate theory to actual conditions. Each student is assigned to work on the regular schedule for three hours each week. This is supplemented by a full time assignment of four weeks in the Spring. The appointments during the year rotate, so that the practical work offers the student not only an opportunity for all-around development, but also for orientation in ability and fitness for special work. Students taking the training in library work with children are assigned only to children's departments. This assignment includes the observation and conducting of story hours.

GENERAL LIBRARY SCIENCE CURRICULUM

FIRST SEMESTER

	HOURS OF CREDIT
Administration of libraries.....	1
Book production and bibliography.....	2
Book selection.....	2
Cataloging, classification and subject headings.....	4
Development of public library in U. S.....	1
History of libraries.....	1
Library work with children.....	1
Practical work.....	2
Reference	2
	16

SECOND SEMESTER

Administration of libraries.....	1
Book selection and annotation.....	3
Cataloging	2
Library technique.....	2
Library work as a profession.....	1
Library work with children.....	1
Practical work.....	1
Reference and documents.....	3
Subject bibliography.....	2
	16

LIBRARY WORK WITH CHILDREN CURRICULUM

FIRST SEMESTER

	HOURS OF CREDIT
Administration of libraries.....	1
Administration of library work with children.....	1
Book production.....	1
Cataloging and classification.....	4
Child psychology.....	1
Development of public library in U. S.....	1
Literature for children.....	2
Practical work.....	2
Story telling.....	1
Reference	2
	16

SECOND SEMESTER

Administration of libraries.....	1
Administration of library work with children.....	2
Book annotation.....	1
Cataloging	2
Library technique.....	2
Literature for children.....	2
Practical work.....	1
Reference	2
Story telling.....	1
Subject bibliography.....	2
	16

GENERAL LIBRARY SCIENCE AND LIBRARY WORK WITH CHILDREN

Details of Courses Required of Both Groups.

Administration of Libraries.

Library law and organization of both the small library and the system with branches, outlining the duties of the librarian, with its relation to the public authorities, the trustees and the staff; personnel problems; interrelation between the library and the public; current methods of publicity. (1st Sem. 1 hr.)

MR. COMPTON.

A study of the purpose, planning and equipment of library buildings with special reference to the medium-sized library and branches.

Special subjects also are considered, such as: Library commission work, Adult education, Extension work, County library work, School libraries, and Branch libraries in school buildings. (2d. Sem. 1 hr.)

MRS. SAWYER

Book Annotation.

Lectures and exercises on the general principles of literature and of book annotation; use of annotation for book selection and for the guidance of readers; informational and critical types.

An entire issue of the Monthly Bulletin is devoted to annotations by pupils of the School as required work in connection with this course. (2d Sem. 1 hr.)

DR. BOSTWICK

Cataloging.

Purpose of the course is to teach students how to make and use card catalogs. Each student makes a model dictionary catalog during supervised practice. Emphasis is on the problems of the average public library; both unit and modified card forms are considered. "A. L. A. catalog rules," and "Cataloging and classification of books," by Margaret Mann are used. (2 hrs. throughout the year.)

MISS MAGOON

Circulation Work.

The lending desk; assistant and public; general and special lending services; mechanics of intelligent lending service; routines and their administration; community study and publicity; branch libraries, stations, traveling libraries, and other means of extension; lending service on other than public libraries. Textbook: "Circulation work in public libraries," by Jennie M. Flexner. Lectures, study of text and collateral reading, observation, and class discussion. (1hr, 2d Sem. of *Library Technique*.)

MR. BALZ

Classification.

Principles of classification and of subject work, with supervised practice in classifying by the Dewey Decimal Classification and in assigning subject headings. Brief history of classification, comparison of leading systems, and study of book numbers are included. (1st Sem. 2 hrs.)

MRS. DRURY

Development of the Public Library in the U. S.

The subject is treated in connection with the individual librarians who have borne a large part in originating and carrying forward this development, with special emphasis on the successive presidents of the A. L. A. (1st Sem. 1 hr.)

DR. BOSTWICK

Library Technique.

Lectures and problems in the acquisition of reading matter by purchase, gift, importations, etc., its record in the library by accessioning, inventory, and shelf listing; mechanical preparation for the shelves and some attention to dealers in library supplies. (2d Sem. 1 hr.)

MISS MAGOON

Reference.

Lectures and problems using the "New guide to reference books" by Isadore G. Mudge, and discussion based on "Reference work" by James I. Wyer. (2 hrs. throughout the year.)

MRS. DRURY

Subject Bibliography.

Bibliographies examined which are useful in the medium-sized library; directions given for the compilation of bibliographies; additional lectures by specialists on the bibliography of their particular fields. Practice work includes the compilation of an annotated reading list to appear in the Library School number of the Monthly Bulletin. (2d Sem. 2 hrs.)

MRS. SAWYER

Trade Bibliography and Publishers.

Important American, English and continental trade publications; publishing houses connected with the growth of the book trade in America; standards and specialties; leading publishers in all important lines, including English and French. Lectures and problems. (1 hr. 1st Sem. of Book Production.)

MISS MAGOON

GENERAL LIBRARY SCIENCE

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Book Selection.

Study of the principles of book selection for the library in an average community. Written and oral reports are made on the individual student's reading of outstanding books in the most important fields of knowledge. Discussion of specific problems is aided by the checking of Publishers' Weekly. (1 hr. throughout the year.)

MISS MAGOON

History of Libraries.

Library movement in America, representative public, college and special libraries. Survey of national libraries, and other important foreign libraries, the A. L. A. and other library organizations. Lectures and reports. (1st Sem. 1 hr.)

MRS. SAWYER

Library Work as a Profession.

General survey of the library field of today with reports of its various phases and activities: library organizations, special libraries, library schools, and library publications. (2d Sem. 1 hr.)

MRS. SAWYER

Modern Fiction.

A brief survey of the work of modern English and American novelists, the principles governing the selection being based upon distinctive merit or usefulness in a library. Reading and reports. (1 hr. 1st Sem. of *Book Selection*.)

MISS CROCKER

Periodicals.

Survey of the history of general American periodicals, also the best in special subjects, as Science, Fine Arts and Education; English and widely known continental magazines. Reports and discussion. (1 hr. 2d Sem. of *Book Selection*.)

MRS. DRURY

Government Documents.

Organization of national, state and local governments; publications; methods of distribution; selection, arrangement and library use. Lectures and problems. (1 hr. 2d Sem. of *Reference*.)

MRS. DRURY

History of Printing and Bookbinding.

History and evolution of printing; illustrative processes accompanied by slides; the printing of booklists and monthly bulletins; preparation of copy and proof reading.

Process of binding, rebinding and mending with emphasis on library needs; a résumé of the development of the art; Lectures, visits to printing establishment and binderies. (1 hr. 1st Sem. of *Book Production*.)

MRS. SAWYER

Library Work with Children.

Book selection for children; story telling, administration, equipment of children's rooms; library work with schools and playgrounds; co-operation with other educational and social agencies. Lectures and reading. (1 hr. throughout the year.)

MISS FARRINGTON

LIBRARY WORK WITH CHILDREN

DETAILS OF COURSES REQUIRED OF THIS GROUP ONLY

Administration of Library Work with Children.

The organization and administration of departmental work with children; a consideration of the work of a children's librarian. Lectures, discussion and problems. (1 hr. 1st Sem. 2 hrs. 2d Sem.)

MISS OVERMAN

Library Work with School.

Public library work with schools, including aims and methods; public library branches in school buildings; a brief consideration of school libraries. Lectures and discussion. (1 hr. 2nd Sem. of *Administration of Library Work with Children.*)

MISS OVERMAN

Child Psychology and the Principles of Education.

An introduction to the principles of child psychology and the application of the principles to those problems of education which are of most significance for children's librarians. Lectures. (1 hr. 1st Sem.)

PROFESSOR BUNCH

Book Selection for Children.

Principles of selection of books of various types as determined by subject, form, interest, and values for children of different age groups and with different reading background; a consideration of books for pleasure reading and for information. Lectures, problems, discussion and required reading. (1hr. 1st Sem. 2 hrs. 2d Sem. of *Literature for Children.*)

MISS DOTY

History of Children's Literature.

The development of a literature for children in England and in America. Lectures and required reading. (1hr. 1st. Sem. of *Literature for Children.*)

MISS DOTY

Story Telling.

Choice of stories; methods of learning and of presentation; practice in telling stories in class and before groups of children. Lectures, discussion and practice. (1 hr. throughout the year.)

MISS OVERMAN

QUARTERS AND EQUIPMENT

The rooms occupied by the school in the Central Library Building are on the upper floor. They include a pleasant school room with an adjoining cloak room, an office for the Principal and one for Instructors; and an assembly room, seating 200 persons, used especially for illustrated lectures. Space in various other parts of the Library is available for students assigned to special work.

The school has a library of nearly 2000 volumes of library science, general reference works, bound files of the principal library periodicals, and many pamphlets.

A Translux machine aids in class room instruction.

PRACTICAL WORK

Librarianship cannot be taught solely by recitation and lectures any more than can medicine or engineering. The possession of a degree in these subjects presupposes a considerable amount of practical work in hospital or laboratory.

The specialty of the St. Louis Library School is public library work. Its students study and work in a public library building, in a public library atmosphere. They are surrounded and in touch with the daily problems of the public library from entrance to graduation. Among their teachers are experts whose business is the solution of these problems from the standpoint of actual practice.

The St. Louis Public Library offers especially good opportunities for practical training, because its branches represent various types of small libraries in local conditions and clientele, while the various departments at the Central Library give a chance for specialization. Four branches in public school buildings and one in a community center give opportunity to study these interesting developments.

Assignments for work outside the class room are made throughout the year, and in addition to routine types of work include "purposeful observation" of exhibits, also attendance on story hours, club meetings and classes of instruction on the use of the library.

Besides the St. Louis Public Library, there are in the city other libraries of several interesting types, whose collections, or whose methods, will repay study. These include the Mercantile Library, the oldest library in the city and one of the first of its type in the United States—for years the only library in the city accessible to the public on any terms; the university libraries, including the

general libraries of Washington University and St. Louis University, the latter containing interesting materials on the Jesuit educational system and on the history and doctrines of the Roman Catholic Church, the separate Medical School libraries of both universities, that of Concordia Seminary, a Lutheran institution; the St. Louis Medical Library, the St. Louis Law Library, the Library of the Missouri Historical Society, the chief repository for local history, and the Library of the School of Botany of the Missouri Botanical Garden, one of the noteworthy botanical collections of the world. The libraries of the Academy of Science and the Engineers' Club are both on deposit in the Public Library Building. In Harris Teachers' College is a valuable special library on education, comprising 30,000 volumes.

The existence of these libraries, and other smaller ones in the city gives the school an opportunity to expand its practical work, by supplementing and extending the study of comparative methods in our own Branch Libraries.

ST. LOUIS AS A SCHOOL SITE

St. Louis possesses distinct advantages as a city in which to take a course of training. In the first place, it is one of the few towns in the United States that has an individuality of its own. It is more than an accidental collection of buildings and people. Its French founders, the flood of pioneer emigration from the South and East, the German influx beginning in 1848, and the additions to its citizenship from New England just before and after the Civil War—all have left their impress on its customs and have had their share in shaping its traditions.

The climate during the school session is delightful—a mild winter preceded and followed in the autumn and spring by weather whose charm cannot be exceeded elsewhere in the United States. St. Louis is a healthy city, ranking well in this respect among large American cities.

A symphony orchestra of the first order gives two weekly concerts throughout the winter, with an opportunity of hearing the best solo performers, both vocal and instrumental; also special concerts for students. There are several choral organizations, male and female, whose concerts are open to subscribers. Musical studios, with their occasional recitals and exhibitions, abound. The Civic Music League offers a series of subscription concerts at reasonable rates. There are organ recitals at the Washington University chapel, Christ Church cathedral and elsewhere.

The usual attractions are to be found at the theatres. In addition there is a Little Theatre and several good amateur organizations. Several motion-picture theatres are unusually large.

St. Louis has in Forest Park one of the finest outdoor municipal theatres in the United States, with a seating capacity of 10,000. Here, from time to time, are held pageants, community festivals and performances of opera and masques, including twelve weeks' summer season of light opera. The festival of the Veiled Prophet, in October, with its street pageant and spectacular ball, is widely known.

Lecture courses abound. Among them may be named those given by the Washington University Association, the Archaeological Society, the Pedagogical Society, the Sheldon Memorial, the Principia School, the Y. M. C. A. and the Y. M. H. A. The Educational Department of the Art Museum gives talks on art and artists, and story-hours. Numerous interesting meetings are held in the various library assembly rooms. A list of current lectures, musical recitals, etc., most of them free, is kept on file in the library and includes usually about 25 titles a month during the season. See "Educational Facilities in St. Louis Outside of the Schools." (St. Louis Public Library, 1925.)

St. Louis is the site of one of the finest botanical gardens in the world—the Missouri Botanical Garden, usually called "Shaw's Garden" after its donor.

The City Art Museum in Forest Park, one of the few institutions of the kind supported generously by public taxation, contains interesting and valuable collections, supplemented by numerous special exhibitions throughout the year. There are also many exhibitions at the Artists Guild, at clubs, at the show-rooms of art-dealers and in the Library itself.

The Jefferson Memorial Building, also in Forest Park, was erected by the authorities of the World's Fair of 1904. It houses the collections of the Missouri Historical Society and the trophies and presents deposited by Colonel Charles A. Lingbergh.

The Zoological Garden, another institution generously supported by public funds, has its collections also in this Park. They are growing rapidly and point to a garden of the first rank in the near future. The outdoor bear-pits, the primate house and the new reptile and bird houses are especially interesting.

There are other large parks in the city. All are widely used for public recreation—baseball, golf, tennis, swimming and skating in their proper seasons.

The country around St. Louis is rolling and of great beauty, bordering on two great rivers—the Mississippi and the Missouri, and a smaller one, the Meramec. In many places the banks are high limestone cliffs of fantastic and picturesque formation. It is accessible by railway, trolley and motor and offers unusual opportunities for walking, riding and boating. Bus lines are being rapidly extended over the new system of concrete highways, both in Missouri and across the Mississippi, in Illinois. River excursions are available in the summer time.

CALENDAR 1931-1933

1931-1932

2nd SEMESTER

Feb. 23, 1932	Instruction begins
May 31-June 3	Second Semester examinations
June 9	Closing exercises
June 11	Entrance Examinations

1932-1933

1st SEMESTER

Sept. 22, 1932	Instruction begins
Dec. 22	Christmas recess begins
Jan. 4, 1933	Instruction resumed
Jan. 16-20	First Semester examinations
Jan. 23	Practical work begins

2nd SEMESTER

Feb. 20, 1933	Instruction begins
May 29-June 2	Second Semester examinations
June 8	Closing exercises
June 10	Entrance Examinations

CLASS OF 1931

- Mary Elizabeth Arvin, A.B. *Georgia Univ.*, ln. Hadley Vocational School, St. Louis, Mo.
- Harry Bauer, M.S. *Washington Univ.*, head, Circ. Dept., Central Library, Univ. of Missouri, Columbia, Mo.
- Rev. Francis W. Benoit, M.A. *St. Louis Univ.*, ln. St. Louis Univ. High School, St. Louis, Mo.
- Dulcie I. Bloy, M.A. *Washington Univ.*, La Jolla, California.
- Ruth A. Brennan, asst. Stations Dept., St. Louis P.L.
- Grace G. Bretch, A.B. *Washington Univ.*, asst. Carpenter Branch, St. Louis P.L. (temp.)
- Mrs. Doralouise Brown, A.B. *Washington Univ.*, reviser St. Louis L. S., St. Louis P.L.
- Leighton Brown, A.B. *Univ. of Missouri*, asst. Reference Dept., St. Louis P.L. (temp.)
- Helen Browndyke, asst. Cir. Dept., St. Louis P.L.
- Mrs. Ruby K. Busch, St. Louis, Mo.
- Mme Adele Carr, A.B. *Maryville College*, ln. Villa Duchesne, St. Louis County, Mo.
- Elise L. Chaplin, A.B. *Washington Univ.*, asst. Washington Univ. Library, St. Louis, Mo.
- *Mrs. Opal C. Eagle, A.B. *De Pauw Univ.*, asst. Traveling Library Dept., St. Louis P.L.
- *Mrs. Miriam S. Ellis, asst. ch. ln. Divoll Branch, St. Louis P.L.
- Mme. Jessie D. Field, A.B. *St. Louis Univ.*, ln. Convent of the Sacred Heart, St. Charles, Mo.
- *Laura L. Frautschi, Minneapolis, Minnesota.
- Lillian Griffiths, A.B. *Hastings College*, ln. High School, Board of Education, Lincoln, Nebraska.
- *Abigail Holmes, acting ch. ln. Barr Branch, St. Louis P.L.
- Margaret Houghton, A.B. *Washington Univ.*, asst. Traveling Library Dept., St. Louis P.L. (temp.)
- Mary Inghram, asst. Stix Branch, St. Louis P.L.
- Louise Karst, St. Louis, Mo.
- Ruth Knoll, B.S. *Southeast Missouri Teachers College*, asst. Missouri Library Commission, Jefferson City, Mo.

Michael Koch, A.B. *Washington Univ.*, asst. Crunden Branch, St. Louis P.L. (temp.)

Sara G. Lewis, asst. Open Shelf Dept., St. Louis P.L.

Jessie Macintyre, A.B. *Washington Univ.*, asst. Circ. Dept., St. Louis P.L. (temp.)

Mrs. Belva L. Melvin, A.B. *Wayne State Teachers College*, Lincoln, Nebr.

Leola Michaels, asst. Carpenter Branch, St. Louis P.L. (temp.)

Eula Nunn, B.S. *George Peabody College for Teachers*, asst. Benton Branch, St. Louis P.L. (temp.)

Frances K. Nunn, B.S. *George Peabody College for Teachers*, asst. Gravois Branch, St. Louis P.L. (temp.)

Geraldine Phelps, St. Joseph, Mo.

*Marjorie Ricketts, A.B. *Washington Univ.*, St. Louis, Mo.

Dorothy Ross, A.B. *Washington Univ.*, St. Louis, Mo.

Ina Savander, asst. Carondelet Branch, St. Louis P.L.

Olive S. Waite, asst. Cabanne Branch, St. Louis P.L. (temp.)

Ethel Weitkamp, A.B. *Washington Univ.*, asst. Applied Science Dept., St. Louis P. L.

*Jane N. White, asst. ch. ln. Benton Branch, St. Louis P.L.

*Gertrude Winnis, Libertyville, Ill.

Marie E. Wittrock, asst. Circ. Dept., St. Louis P.L. (temp.)

CLASS OF 1932

Marie A. Blaske, St. Charles, Mo.

Vivian C. Brown, Minden, Nebraska.

Janet Bulger, East Liverpool, Ohio.

*Ruth A. Campbell, AB. *Knox College*, Peoria, Illinois.

*Helen A. Cannon, St. Louis, Mo.

M. Irene Cordell, A.B. *Springfield State Teachers College*, Union, Mo.

Virginia E. Cunningham, A.B. *Washington Univ.*, St. Louis, Mo.

Mrs. Kathryn Barnes Duemler, asst. Traveling Library Dept., St. Louis P.L.

*Frances D. Gish, A.B. *Mississippi State College for Women*, Corinth, Mississippi.

Mary Lee Gish, Corinth, Mississippi.

